



# New York Medical College

## Policy and Procedure Manual

<b>Section: HUMAN RESOURCES</b>	<b>No.: HR.313</b>
	<b>Date: Feb. 26, 1993</b>
<b>Subject: DEPENDENT SCHOLARSHIP TUITION ASSISTANCE PROGRAM EDUCATIONAL BENEFITS</b>	<b>Page 1 of 4</b>
	<b>Supersedes:</b>

### I. Purpose

To establish guidelines by which employees may participate in a tuition assistance program.

### II. Scope

This policy applies to all College regular full-time faculty members and non-union staff.

### III. Definition

For purposes of this policy, a dependent is defined as an employee's child, stepchild, foster child, or legally adopted child who is wholly dependent upon the employee for support and maintenance.

### IV. Policy

It is the policy of New York Medical College to provide a tuition assistance program for dependent children of eligible employees.

### V. Procedure

- A. A dependent child, when matriculated as a full-time student at an accredited undergraduate institution of higher education, is eligible for partial reimbursement of each semester's tuition.
  1. Fees, room, board, books and other discretionary charges are not eligible expenses.
  2. Tuition support is limited to a per semester maximum payment amount of \$1,000 per child and to a per annum maximum payment of \$2,000 per child.
  3. The maximum amount payable toward the attainment of the undergraduate degree is \$8,000. However, in no instance will the level of tuition support exceed the actual cost of tuition.

<b>Issued By:</b>	<b>Approved By:</b>
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- B.** Should a dependent child complete the undergraduate degree requirement in less than four years, the employee may submit, only upon completion of the final semester, evidence of such (in the form of a letter from the College plus the Bursar's receipt for the additional semesters) and request reimbursement up to the maximum amount payable as defined by this policy.
- C.** A dependent child eligible for allowances from other sources to be applied toward tuition costs including scholarships, fellowships, grants-in-aid, G.I. Bill, etc will be reimbursed for the difference between the full tuition costs and the allowances from these outside sources, up to the maximum stated above.
- D.** A dependent child, both of whose parents are full-time New York Medical College employees, is entitled under this policy to tuition support emanating from each parental relationship. All tuition payments will be made in the name of the dependent child.
- E.** A **Dependent Tuition program Application (HR-12)** form may be obtained from the Office of the Dean or the Human Resources Department.

  - 1. The form should be completed and submitted with appropriate departmental signatures, to the Human Resources Department, along with a receipted Bursar's invoice from the educational institution.
  - 2. If the non-union employee is eligible, the form will be submitted to either the Office of the Dean or the Vice President Administration and Finance, as appropriate, for approval.
  - 3. After approval, the form is forwarded to the Human Resources Department where check request for one semester's tuition assistance is prepared.
  - 4. A check is then drafted by the Controller's department and submitted to the Human Resources Department.
  - 5. A check is then sent directly from Human Resources to the College the dependent is attending, along with a form letter requesting the college to verify receipt of the check.
  - 6. A copy of the material sent to the college is also sent to the faculty member of non-union staff employee.
- F.** Only one (1) application form needs to be submitted for the entire academic year. After approval by the office of the Dean or Vice President Administration & Finance, the second semester checks will be mailed to the College following the remittance of the second semester bill to Human Resources.

**V. Responsibility**

**A. Employee**

1. Complete the **Dependent Tuition Program Application (HR-12)** form with appropriate signatures and submit it to the Human Resources Department.

**B. Human Resources Department**

1. Provide advice and guidance with respect to the interpretation and administration of this policy.