



Human Resources
2024-2025 academic year
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TUITION GRANT PROGRAM

Effective 2024-2025 Academic Year

Swarthmore College provides undergraduate college tuition grants to dependent children of benefits-eligible employees. This document describes the intent, eligibility requirements and administrative procedures that govern the program.

Intent

The Tuition Grant Program is designed to assist Swarthmore College employees in providing for their children's educational needs. It demonstrates Swarthmore's abiding belief in the value of higher education. The intent of the program is to improve opportunities for employees' children to attend the accredited college, university, junior/community college, or technical school of their choice. In this way, the program makes it possible for students and their families to consider a wider variety of institutions than they might not ordinarily consider. Paying for tuition and fees up to the stated limits may result in some students receiving a larger grant than others; however, this approach also protects the integrity of the program as an accessible resource for all students, regardless of their choice of school.

Eligibility

Employee eligibility is as follows:

- Regular, benefits-eligible, full-time (defined as an FTE of at least .75000) faculty and staff who have been regular full-time employees of the College for five years at the time their child begins the academic year at an accredited undergraduate college, university, junior/community college, or technical school.
- Regular, benefits-eligible, part-time (defined as an FTE of .50000–.74999) faculty and staff whose principal employment is at Swarthmore College and who have been regular part-time employees of the College for five years at the time their child begins the academic year at an accredited undergraduate college, university, junior/community college, or technical school.

Child Eligibility is as follows:

- The legal tax dependent children (adopted, natural or step-children) of:
 - eligible employees

- retired or permanently disabled employees who at the time of retirement or disablement had satisfied the employment requirement stated above, provided the children were in the ninth grade or beyond at the time of retirement or disablement.
 - a deceased employee who dies in active service, and who at the time of death had satisfied the employment requirement stated above.
 - an employee on an approved leave from Swarthmore College, who at the time of such leave had satisfied the employment requirement stated above.
- The eligible child must be attending an accredited undergraduate college, university, junior/community college, or technical school on a full-time basis and be in good standing at their institution. The College recognizes that there may be cases when an eligible dependent child, due to a diagnosed disability or other extenuating situation, is unable to attend full-time. In these rare situations employees should speak with the Director of Benefits regarding possible accommodations.

Service Credit

- Regular, benefits-eligible faculty and staff who have been re-hired, with less than one year break in service, by the College and who were eligible for the tuition grant program at the time they left the College are immediately eligible for the full-time or part-time benefit for which they had satisfied the employment requirement stated above; otherwise, re-hires will have to accumulate the required years of service from their most recent hire date.
- Regular, benefits-eligible faculty and staff who have been employed for less than five years with the College at the time their child enters college are eligible for the tuition grant benefit if their previous employer had a tuition benefit program and the employee was eligible for the program at the time the employee accepted employment with Swarthmore College and provide official documentation from the prior employer of eligibility.

Benefit

- Eligible full-time employees with a child enrolled full-time in an accredited college, university, junior/community college or technical school, may apply for a grant not to exceed 100% of the child's tuition and fees. The maximum grant for an eligible child of an eligible full-time employee is equal to up to 50% of Swarthmore's tuition and fees (excluding room and board) up to the 2024-2025 annual maximum benefit of \$32,747.00. The amount of the grant will not exceed the balance due total.
- Eligible part-time employees with a child enrolled full-time in an accredited college, university, junior/community college or technical school, may apply for a grant not to exceed 100% of the child's tuition and fees. The maximum grant for the eligible child of an eligible part-time employee is equal to 25% of Swarthmore's tuition and fees (excluding room and board) up to the 2024-2025 annual maximum benefit of \$16,374.00. The amount of the College's grant will not exceed the balance due total.
- Grants per eligible child shall be limited to the standard four years of undergraduate work at accredited college, university, junior/community college or technical school (i.e., maximum of 8 semesters, 12 trimesters or 16 quarters).
- The maximum grant award per family will be equivalent to two children attending college for four years (i.e., for 16 semesters, 24 trimesters, or 32 quarters total).

- Grants may be distributed among more than two children per family, as long as the number of semesters/trimesters/quarters and the total dollar amount do not exceed the maximum grant award limit in dollars or number of semesters.
- No child may receive more than one grant at a time, and no family may exceed the maximum grant limit in dollars or number of semesters, trimesters or quarters including when both parents are employees of the College.
- Grants are awarded each semester, trimester or quarter in accordance with the procedures outlined in the Tuition Grant Program
- You may wish to consult a tax advisor with respect to the taxability of tuition, scholarship and/or fellowship grants. Dependent tuition amounts granted may be treated as taxable income if the aggregate amounts of scholarship or fellowship amounts received by the recipient exceed tuition and fees (not including room and board) required for enrollment or attendance at the educational institution and fees, books, supplies, and equipment required for courses of instruction.
- Please note that because program requirements at universities, colleges, junior/community colleges, and technical schools vary, each institution and program will be evaluated by Human Resources to assess eligibility under the Tuition Grant program.

Procedures

- Once each year, eligible employees must complete a Tuition Grant Program Application, including documentation of prior employment service credit, if applicable.
- Tuition Grant Program applications are available in the Human Resources Department or on the [Tuition Grant Program page](#) of the website.
- Each semester, trimester or quarter a copy of the institution's invoice must be submitted to Human Resources for review and processing. The invoice must include the details of the financial aid award.
- Invoices for the academic year are processed starting the preceding July.
- If the eligible child changes schools during the year, a new application is required.
- Swarthmore College tuition grants shall be transmitted by Swarthmore College to the institution to which the eligible child is enrolled to be applied against their tuition and fee charges, in accordance with the normal billing procedure of the institution. In no case will the grant be disbursed directly to the student or parent.

This program may be changed or discontinued at any time by action of the Board of Managers of Swarthmore College.