

Education Assistance Benefits for Faculty, Professional Staff, and Dependents

The College offers education assistance benefits to:

- a) eligible faculty, professional staff, and retirees through Tuition Remission, and
- b) the eligible dependents (spouse or same-sex domestic partner and children) of faculty, professional staff, and retirees through Grant-in-Aid, Children's Scholarship, and the Tuition Exchange Program.

Such benefits help offset tuition fees for undergraduate study.

Tuition Remission for Full-time Faculty and Professional Staff

Through the Tuition Remission program, full-time Franklin & Marshall faculty and professional staff may enroll in courses as described below, without a charge for tuition.

Eligibility-- Full-time members of the faculty and professional staff are eligible for Tuition Remission immediately upon hire.

Faculty and staff must remain employed in a full-time capacity to remain eligible for Tuition Remission. If full-time employment at Franklin & Marshall terminates while an employee is receiving the Tuition Remission benefit, his/her eligibility for Tuition Remission will cease at the end of the calendar month in which employment termination occurs. Faculty members taking an approved sabbatical or research leave, and employees taking approved Family & Medical Leave, remain eligible for Tuition Remission and education benefits for their dependents.

Elizabethtown College Classes-- Full-time employees may enroll, on a part-time basis, in Elizabethtown College credit-bearing courses which are held on the Franklin & Marshall campus, without a charge for tuition. Tuition Remission is not available for Elizabethtown College courses held on any campus other than Franklin & Marshall's. An employee may attend classes only during hours other than the employee's regular working hours. This benefit is offered on a space-available basis and when the course has full enrollment of tuition-paying students.

Elizabethtown College offers certificates, Associate's degrees, Bachelor's degrees, and post-graduate diploma programs. Those not pursuing a certificate or degree may take classes as interested. Information about Elizabethtown College is available at www.etowndegrees.com, or by calling the Elizabethtown College Continuing Education office at 358-4644. Visit www.etowndegrees.com for a list of classes held on the Franklin & Marshall campus.

Franklin & Marshall Classes-- Full-time employees may enroll, without a charge for tuition, in Franklin & Marshall courses on a part-time basis which are offered during hours other than the employee's regular working hours. It may be possible for a course to be taken during regular working hours on an occasional basis (normally, a maximum of one course per 12 month period), provided arrangements acceptable to the College and the supervisor have been made to ensure that the employee's work will be satisfactorily

completed. Generally, this will be accomplished by adjusting the normal starting and/or stopping times of the employee on days he/she attends classes. An employee will not be permitted to enroll in more than one course in any one academic period which is scheduled during the employee's regular working hours.

Tuition Remission recipients are not eligible to enroll in independent study, tutorial, or non-credit courses in which a faculty member is compensated on an individual basis. The Tuition Remission benefit applies to tuition only; registration fees, lab fees, fees for books and materials, student activity fees, and other miscellaneous expenses are not paid through this benefit.

Application Procedures-- Tuition Remission is contingent upon acceptance of the employee as a qualified student by Elizabethtown College or by Franklin & Marshall. Employees may apply for admission to Elizabethtown College through the Elizabethtown Continuing Education office, 2nd floor of College Square. Information about Elizabethtown College courses may be obtained by contacting the Continuing Education office, (717) 358-4644. Employees wishing to take a Franklin & Marshall class must first apply for admission through the Franklin & Marshall Admission office.

Once accepted for admission, **the employee must complete a Tuition Remission Application each semester**, and return the application to Human Resources. Applications are available through the Human Resources web pages, in the Human Resources public folder in eDisk, and in the Human Resources office. Failure to complete the application will result in an invoice for tuition being sent to the employee.

Grant-in-Aid for the Spouse or Same-sex Domestic Partner

The College offers the following education assistance benefits to spouses / same-sex domestic partners of eligible full-time faculty and professional staff:

- Grant-in-Aid for part-time, undergraduate study through Elizabethtown College (for classes held on the Franklin & Marshall campus),
- Grant-in-Aid for part-time study through Franklin & Marshall College, and
- Grant-in-Aid for full-time study through Franklin & Marshall.

Eligibility-- Immediately upon hire, a full-time employee's spouse or same-sex domestic partner is eligible for Grant-in-Aid for courses taken on a part-time basis through Elizabethtown College. Such courses must be held on the Franklin & Marshall campus.

Grant-in-Aid for part-time or full-time study at Franklin & Marshall is available to a full-time employee's spouse or same-sex domestic partner when the employee has been employed by the College on a full-time basis for at least five years (60 months). It is College practice to waive one year of the waiting period for each full year of prior full-time employment in higher education, provided written verification of prior service is given to Human Resources. If the waiting period is satisfied after the start of a semester, the benefit will be provided for the full semester during which the employee becomes eligible for education assistance benefits.

Faculty and professional staff must remain employed in a full-time capacity to remain eligible for Grant-in-Aid for the spouse/same-sex domestic partner. If a terminated employee's spouse/same-sex domestic partner is receiving the Grant-in-Aid benefit, the dependent will be able to continue participation through the end of the semester in which employment termination occurs. Faculty members taking an approved sabbatical or research leave, and employees taking approved Family & Medical Leave, remain eligible for education benefits for their dependents assuming they intend to return to full-time employment with the College.

Elizabethtown College Classes-- A full-time College employee's spouse or same-sex domestic partner may take courses on a part-time basis through Elizabethtown College, with no tuition fees. This benefit is available only for Elizabethtown College courses held on the Franklin & Marshall campus. This benefit does not apply to independent study courses, tutorial courses, or non-credit courses for which a faculty member is paid on an individual basis. Registration fees, lab fees, fees for books and materials, student activity fees, and other miscellaneous expenses are not paid through this benefit.

Franklin & Marshall Classes / Part-time Students-- A full-time employee's spouse or same-sex domestic partner may take Franklin & Marshall classes on a part-time basis, with no tuition fees. This benefit does not apply to independent study courses, tutorial courses, or non-credit courses for which a faculty member is paid on an individual basis. The enrollment of an employee's dependent in a course will not contribute to the minimum number of students normally required to give a course, nor shall the request of a dependent for a course be considered justification for offering it on a paid tutorial basis. Registration fees, lab fees, fees for books and materials, student activity fees, room and board, and other miscellaneous expenses are not paid through this benefit.

Franklin & Marshall Classes / Full-time Students-- A full-time employee's spouse or same-sex domestic partner may take Franklin & Marshall classes on a full-time basis, once admitted through the Admission office, with a reduced charge for tuition. The annual Grant-in-Aid benefit currently equals 85% of the College's basic tuition rate (excluding room & board).

Application Procedures-- An employee's spouse or same-sex domestic partner must first be admitted to Elizabethtown College or to Franklin & Marshall via normal admission policies. **The employee must then complete a Grant-in-Aid application each semester, and return it to Human Resources before the start of the semester.** Applications are available through the Human Resources web pages, in the Human Resources public folder in eDisk, and in the Human Resources office. Failure to complete the application will result in an invoice for tuition being generated.

A College employee is required to promptly notify Human Resources if his/her spouse or same-sex domestic partner does not complete, for any reason, the semester for which benefits are provided.

Education Benefits for Dependent Children

The College offers the following education benefits to eligible full-time faculty and staff, for their dependent children who are attending college on a full-time basis:

- **Grant-in-Aid** for full-time, undergraduate study at Franklin & Marshall,
- **Children's Scholarship** for full-time, undergraduate study at any accredited college or university, and
- **Tuition Exchange** for full-time, undergraduate study at a participating Tuition Exchange institution.

General Policies—

- Eligible dependent children may participate in only one benefit/program per semester or academic period (either Grant-in-Aid, Children's Scholarship, or the Tuition Exchange Program).
- Benefits are available for full-time, undergraduate study only.
- A dependent child may receive education assistance benefits (Grant-in-Aid, a Children's Scholarship, or a Tuition Exchange scholarship) for a maximum of eight (8) semesters or the equivalent of four (4) years. If a child participates in more than one benefit/program during different semesters, education assistance benefits will be provided for a total of eight semesters. Benefits provided for courses taken during the summer will count toward the eight semester limit.
- Benefits are paid on a semester-by-semester basis, following receipt by Human Resources of a proper application and verification of dependent status.
- Human Resources must be promptly notified if a child who is receiving education assistance benefits is no longer enrolled on a full-time basis for a semester or more.

Eligibility-- Full-time Franklin & Marshall faculty and professional staff are eligible for Grant-in-Aid, a Children's Scholarship, or the Tuition Exchange Program for their dependent children after five years (60 months) of full-time employment with the College. It is College practice to waive one year of the waiting period for each full year of prior full-time employment in higher education, provided written verification of prior service is given to Human Resources. If the waiting period is satisfied after the start of a semester, the benefit will be provided for the full semester during which the employee-parent becomes eligible for education assistance benefits. Staff of the James Street Improvement District and Campus Central are not eligible for dependent education benefits.

In order to be eligible for education assistance benefits offered by the College, the parent-child relationship must be legally established (or in the case of same-sex domestic partners, have an approved Certification of Same-sex Domestic Partnership on file with Human Resources) at least five years prior to the commencement of benefits.

Prior Part-time Service-- A full-time faculty or professional staff member with eight (8) consecutive years of prior, regular part-time service at Franklin & Marshall will be eligible for education assistance benefits for his/her dependents following completion of four (4) years of full-time College employment. A full-time faculty or professional staff member with nine (9) consecutive years of prior, regular part-time service at Franklin & Marshall will be eligible for education assistance benefits for his/her dependents following completion of three (3) years of full-time College employment. A full-time faculty or professional staff member with at least ten (10) consecutive years of prior, regular part-time service at Franklin & Marshall will be eligible for education assistance benefits for his/her dependents following completion of two (2) years of full-time College employment. Prior College service in temporary, sporadic, or intermittent appointments will not be counted. (*Policy modification effective for faculty and staff who transfer to full-time status effective 7/1/2008 and later.*)

Definition; Dependent Child-- Dependent children include an employee's biological or legally adopted children, step children, children of the employee's same-sex domestic partner who live with the employee in a regular parent-child relationship, and dependent children for whom the employee is the court-appointed legal guardian.

For purposes of this Education Assistance Benefits policy, eligible "dependent children" are those who:

- a) are not married,
- b) are under age 23,
- c) have the same principal place of residence as the employee-parent for more than six months of the calendar year (other than while attending college), and
- d) are primarily dependent on the employee-parent for financial support.

A College employee will be eligible for education benefits for his/her biological or legally adopted child if the child does not live with the employee for more than six months of the year due to the employee's divorce or legal separation, if the child is primarily dependent on the employee-parent for financial support.

A dependent child will continue to be eligible for education assistance benefits through age 22 provided he/she continues to meet the definition of a dependent child above, and continues to attend college as a full-time, undergraduate student.

A child older than 22 will continue to be eligible for education assistance benefits, until the child has received benefits for a total of eight semesters, if all of the following criteria are met:

- a) the child began receiving benefits through this policy prior to age 23,
- b) the child is a full-time, undergraduate student and receiving benefits through this policy at the time he/she turns age 23,
- c) the child meets all other criteria of a "dependent child", and
- d) the child has not yet received education benefits for a total of eight semesters.

The College reserves the right to require verification of dependency (i.e., a copy of the most recent tax return, a copy of a court order, etc.).

Resignation / Employment Termination-- Faculty and staff must remain employed in a full-time capacity to remain eligible for education assistance benefits. If a terminated employee's dependent is participating in the Grant-in-Aid, Children's Scholarship, or Tuition Exchange Program, the dependent will be able to continue participation through the end of the semester in which the employee-parent's employment ended. Faculty members taking an approved sabbatical or research leave, and employees taking approved Family & Medical Leave, remain eligible for education benefits for their dependents assuming they intend to return to full-time employment with the College.

Education Benefits for Dependent Children of Disabled or Deceased Employees-- Dependent children of employees who have at least six (6) consecutive years of full-time service at the College, or are tenured, and: (1) become totally disabled while employed at the College and eligible for long-term disability benefits, or (2) die while employed at the College, shall be eligible for Grant-in-Aid benefits for study at Franklin & Marshall until the earliest of: graduation; the receipt of benefits for the equivalent of four years or eight semesters of undergraduate study; or until they no longer meet the definition of a dependent child. To be eligible, dependent children of totally disabled or deceased employees must begin their full-time course of study within five years of the September following the date of their parent's commencement of long-term disability benefits or death.

Dependent children of employees who have at least twenty (20) consecutive years of full-time service at Franklin & Marshall and: (1) become totally disabled while employed at the College and eligible for long-term disability benefits, or (2) die while employed at the College, will be eligible for Grant-in-Aid benefits for study at Franklin & Marshall, Children's Scholarship benefits, or Tuition Exchange until the earliest of: graduation; the receipt of benefits for the equivalent of eight semesters of undergraduate study; or until they no longer meet the definition of a dependent child.

Grant-in-Aid for Dependent Children

Through the Grant-in-Aid benefit, College faculty and professional staff are eligible for substantially reduced tuition rates if their dependent children attend Franklin & Marshall on a full-time basis.

Currently, the annual Grant-in-Aid benefit for employees with dependent children attending Franklin & Marshall on a full-time basis equals 85% of Franklin & Marshall's tuition rate (excluding room & board).

Grant-in-Aid recipients are not eligible for a Children's Scholarship or Tuition Exchange scholarship (children may participate in one benefit/program per semester).

Grants-in-Aid are not available for independent study courses, tutorial courses, or non-credit courses for which a faculty member is compensated on an individual basis. Registration fees, lab fees, fees for books and materials, student activity fees, room and board, and other miscellaneous expenses are not paid through this benefit.

Grant-in-Aid for Dependent Children with Merit Scholarships-- Dependent children of College employees who qualify for Grant-in-Aid and a Franklin & Marshall merit scholarship will receive the applicable Grant-in-Aid tuition waiver *or* the annual merit scholarship, whichever is greater. If the annual merit scholarship is included in need-based aid and need declines from one year to the next, the total award will be the value of the Grant-in-Aid benefit, the annual merit scholarship, *or* the level of need, whichever is greater.

Grant-in-Aid for Dependent Children Enrolled in Off-Campus Study-- Grant-in-Aid students who enroll in an approved off-campus study program are billed directly by the host program, not by Franklin & Marshall College. Grant-in-Aid does not cover any tuition costs in this situation. Grant-in-Aid students do not receive an airfare allowance from Franklin & Marshall. If the employee-parent is responsible for paying tuition fees, the employee may apply for a Children's Scholarship, payable directly to the college or university the child will be attending.

Grant-in-Aid for Dependent Children Enrolled in an Exchange Program-- When a Grant-in-Aid student enrolls in an exchange program, the employee-parent will be required to contribute an amount equal to the difference between Franklin & Marshall's basic tuition rate per semester and the Grant-in-Aid benefit (i.e., will pay 15% of Franklin & Marshall's tuition, excluding room & board). The remainder of the program cost will be covered by the Grant-in-Aid benefit.

The semester(s) spent studying off-campus, either through an off-campus study program or an exchange program, will count toward the 8 semester education benefit limit. For more information regarding off-campus study, contact the Office of International Programs, 358-7187.

Application Procedures-- To be eligible for the Grant-in-Aid benefit, a faculty or professional staff member's child must first be admitted to Franklin & Marshall through normal admission processes. **The employee-parent must then complete a Grant-in-Aid Application and return it to Human Resources before the start of each semester.** Applications are available through the Human Resources web pages, in the Human Resources public folder in eDisk, and in the Human Resources office. Timely submission of the completed Grant-in-Aid application to Human Resources each semester will assure the employee-parent is not improperly billed for tuition fees.

Children's Scholarship for Dependent Children

Through the Children's Scholarship benefit, eligible full-time College employees may receive scholarships for their dependent children. Such scholarships help offset tuition fees for undergraduate study at any accredited institution of higher education.

Currently, the annual Children's Scholarship award equals 15% of Franklin & Marshall's tuition (excluding room & board), or the actual cost of tuition at the institution the child is attending, whichever is less.

An employee may not receive a Children's Scholarship during any semester in which the employee's dependent receives Grant-in-Aid or a Tuition Exchange scholarship.

Application Procedures-- Once a faculty or staff member's child has been admitted to an accredited institution of higher education, the employee-parent **must complete a Children's Scholarship Application each semester and submit the application, along with a copy of the child's tuition invoice, to Human Resources.** Applications are available through the Human Resources web pages, in the Human Resources public folder in eDisk, and in the Human Resources office.

The scholarship (equal to the *lesser* of 15% of Franklin & Marshall's basic tuition rate or the host school's full tuition) is normally paid directly to the college or university the child is attending to help offset tuition fees. The scholarship is paid on a semester-by-semester basis. An employee may elect to have the payment made directly to him/her. An employee may wish to do so if the school his/her child will be / is attending will use the Children's Scholarship benefit to reduce the level of financial aid it provides to the child. If the payment is made directly to the employee, a lesser gross amount will be provided to offset the College's portion of "FICA" taxes, plus federal, state, and local taxes will be withheld. The employee must use the payment to offset tuition fees and other educational expenses for his/her dependent child who meets the eligibility criteria described above.

If both of an eligible dependent child's parents work at the College and both parents are eligible for education assistance benefits per this policy, both parents may be awarded a Children's Scholarship on behalf of the same child. Both parents should complete the Children's Scholarship Application each semester and submit to Human Resources. Two faculty members on a shared appointment (two faculty members sharing one full-time faculty position) will be eligible for only one Children's Scholarship per child.

Tuition Exchange for Dependent Children

Tuition Exchange is a program through which dependent children of eligible College employees may apply for scholarships for undergraduate study at other colleges and universities participating in the Tuition Exchange Program. A list of the more than 500 participating colleges and universities, and additional information, is available on the Tuition Exchange web site, www.tuitionexchange.org.

Scholarships up to the full cost of tuition may be awarded by the institution the child attends; each institution determines the amount of its scholarship within Tuition Exchange Program guidelines. Some schools may offer less than full tuition. However, per Tuition Exchange Program guidelines, the minimum amount awarded by a Tuition Exchange school is currently \$26,800, or the actual cost of tuition, whichever is less.

The Tuition Exchange Program is not a fringe benefit in the usual sense, as there is substantial external control over scholarships that are awarded. To receive a scholarship:

- the employee-parent must be eligible for education assistance benefits per Franklin & Marshall policies (as described above), and must successfully apply in a timely manner, through Franklin & Marshall, to participate in the Tuition Exchange Program (as described below),

- the child of an eligible College employee must be admitted to a Tuition Exchange school based on that school's admission policies, and
- the Tuition Exchange school the child is attending must award the child a Tuition Exchange scholarship; the institution the child is attending determines whether a scholarship will be offered and the duration and value of the scholarship.

Each Tuition Exchange member institution sets and applies its own standards for admission and has full discretion in making awards. If a child of a College employee is awarded a Tuition Exchange scholarship by the school he/she is attending, the child must meet certain criteria to retain the scholarship; students must meet the host institution's standards for academic performance and personal conduct. The employee-parent is encouraged to visit the Tuition Exchange web site (www.tuitionexchange.org) for more information.

Application Procedures and Administrative Guidelines-- Franklin & Marshall faculty and professional staff, and eligible retirees, must apply for participation in the Tuition Exchange Program through Human Resources. **November 15 of the academic year preceding the child's college enrollment is the deadline for notifying Human Resources, in writing, of intent to apply for participation in the Tuition Exchange Program.** Notification is to be made to Human Resources by November 15 even if the child's plans to apply to a Tuition Exchange school are tentative.

The number of Tuition Exchange slots available to children of College employees is regulated by the Tuition Exchange organization. The College must balance its number of outgoing Tuition Exchange students or "exports" (children of Franklin & Marshall faculty and professional staff who attend other Tuition Exchange schools) with the number of incoming Tuition Exchange students, or "imports" (children of employees working at other Tuition Exchange member schools who are admitted to Franklin & Marshall).

In the event Franklin & Marshall must limit the number of new Tuition Exchange exports (children of Franklin & Marshall employees) in any given year, the College will determine eligibility to participate based on the employee-parent's length of full-time employment with Franklin & Marshall; the number of years the employee-parent has been employed by the College in a full-time capacity. Human Resources will put in rank order, based on each employee-parent's years of full-time service, all properly submitted requests for new Tuition Exchange scholarships. Employees for whom this is the first child to participate in the Tuition Exchange Program will be given priority over employees who have already received a Tuition Exchange scholarship for one child. Employees who have previously received a Tuition Exchange scholarship for one child will be placed in seniority order following the ranking of all employees for whom this is the first child to apply for a scholarship. The first and second child of an active employee will be given priority over dependents of College retirees. Retirees will be placed in seniority order, based on their years of full-time employment with the College, after employees applying for a scholarship for their first or second child.

Up to two children of an eligible full-time employee may normally participate in the Tuition Exchange Program. If a faculty or professional staff member applies to

participate in the Tuition Exchange Program and two of his/her children have already participated, additional children may participate (subject to acceptance by the host institution) only after employees and retirees for whom this is their first or second child have been accepted for participation. If participation must be limited by Franklin & Marshall, employees who have already been awarded Tuition Exchange scholarships for two children will be placed on the rank order list after those employees and retirees who are applying on behalf of their first or second child.

In the event both parents of a dependent child work for the College, the seniority ranking will be determined based on the seniority of the parent with the greatest number of years of full-time service with the College. Parents may not combine their length of service. If two or more employees (or retirees) have the same full-time employment start date, the ranking of those with the same start date will be determined by pulling lots.

Employees or retirees notifying Human Resources after November 15 of their intent to pursue a Tuition Exchange scholarship will be placed at the bottom of the rank order list without regard for the parent's length of full-time service with the College.

Using this seniority ranking, Human Resources will move down the list, awarding the available Tuition Exchange slots to the employee-parent first named on the list, then moving sequentially down the list to the employee-parent with the next highest seniority, and so on, until the available slots are awarded. Approved applications for Tuition Exchange will then be sent, by Human Resources, to the selected schools for each student determined to be eligible to apply for a scholarship. As noted above, the child must then be selected for a Tuition Exchange scholarship by the school the child is attending.

If there are names on the rank order list in excess of the number of available Tuition Exchange slots, these individuals will remain on a waiting list until the status of the approved students' applications is known. If an employee rejects a Tuition Exchange scholarship awarded to his/her child, his/her slot will be granted to the next employee on the waiting list until all slots for that academic year have been awarded.

If a dependent child is awarded a Tuition Exchange slot through Franklin & Marshall, Human Resources must be notified by April 15 preceding the academic year of college enrollment if the child will be accepting admission to the Tuition Exchange school.

If an employee or retiree is not successful in securing a Tuition Exchange scholarship in a given academic year for a dependent, he/she may re-apply in any subsequent year in which both the employee and the child remain eligible for education assistance benefits per this policy. In each subsequent year, the ranking process will begin again.

A faculty or staff member who is unsuccessful in securing a Tuition Exchange scholarship may apply for a Children's Scholarship as outlined above.

Once an employee's or retiree's child has been awarded a Tuition Exchange scholarship, the parent will remain eligible for participation in the Tuition Exchange Program per Franklin & Marshall policies. As noted above, the child will need to

remain a student in good-standing and meet criteria established by the institution he/she is attending to retain the scholarship.

Education Benefits for Franklin & Marshall Retirees

A Franklin & Marshall retiree and his/her spouse or same-sex domestic partner is eligible to enroll, if space is available, in courses offered at Franklin & Marshall, and Elizabethtown College courses held on the Franklin & Marshall campus, without charge for tuition. Retirees of the College are also eligible for education assistance benefits for their dependent children.

Eligibility-- An employee who, when employment terminates, has completed at least 10 consecutive full years of full-time employment with the College after the age of 50, is eligible for education assistance benefits.

College retirees may apply for Grant-in-Aid, a Children's Scholarship, or a Tuition Exchange scholarship for their dependent child(ren). To be eligible to receive benefits:

- a) the child must meet the definition of a "dependent" as described above, and
- b) the parent-child relationship must have been legally established (or in the case of same-sex domestic partners, have an approved Domestic Partner Form on file with Human Resources) *prior* to the parent's retirement from Franklin & Marshall and at least five years prior to the commencement of benefits.

Dependent children of a retired College employee will continue to be eligible for Grant-in-Aid, Children's Scholarship benefits, or Tuition Exchange in the event the College retiree dies before the children begin receiving benefits or while the children are receiving benefits. In the event of a College retiree's death, his/her dependent children will be eligible for education assistance benefits until the earliest of: graduation; the receipt of benefits for the equivalent of four years or eight semesters of undergraduate study; or until they no longer meet the definition of a dependent child.