	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	II-102
		<i>Effective Date</i>	01/01/03
	<i>Subject:</i> Dependent Child Tuition Program	Revised	11/1/2008

POLICY

JHHCG will assist employees, who meet the eligibility requirements and comply with the procedural requirements, with the cost of college tuition for dependent children.


ELIGIBILITY

Unmarried dependent children of regular, full-time (40 hours/week) employees, who have a minimum of two years of continuous service are eligible to receive tuition assistance if the dependant is enrolled as an undergraduate degree candidate at JHHCG approved, accredited college or university. A qualified dependent under this plan is one who is enrolled as a degree candidate, is in good academic standing and meets the JHHCG definition of a dependent child under the JHHCG benefits program.

To qualify for this payment the dependent child must be enrolled full time (12 credits or more) and be under the age of 26. The dependent must be attending an accredited, degree-granting institution seeking an undergraduate degree. Accredited institutions that do not offer degrees, but instead issue diplomas or certificates are not eligible. **These payments are taxable and subject to withholding rules.**

Employees who have transferred under the Inter-affiliate Transfer policy must have two years of continuous, full-time service among the Affiliate organizations. In addition, if a Johns Hopkins University (JHU) employee becomes an employee of JHHCG, the employee's service with JHU will count towards meeting the two years of continuous service for eligibility with JHHCG. Employees who converted from part-time to full-time status prior to December 1, 2002 will be given credit for previous time worked.

The two-year eligibility cut off dates are October 1 for the fall semester and February 1 for the spring semester. Employees must be in good standing with no written disciplinary action pending or on file within the last 12 months. This benefit is available only during periods in which a covered staff member is employed full-time or in active status while on an approved Family and Medical Leave. Full time employees on an approved Leave of Absence are not eligible for the program. If a full time employee returns from an approved Leave of Absence and had satisfied the two years of continuous full time service prior to their leave, they would remain eligible for this benefit upon their return. However, if an employee doesn't return from an approved Leave of Absence and is then terminated, they are not eligible for this benefit until they complete two years of continuous full-time service. Each parent is eligible if they are each a regular full- time employee meeting the requirements listed above.

	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	II-102
		<i>Effective Date</i>	01/01/03
	<i>Subject:</i> Dependent Child Tuition Program	Revised	11/1/2008

DEFINITION OF ELIGIBLE DEPENDENT

This program provides assistance for unmarried natural born, legally adopted, or qualified stepchildren under the age of 26 who are primarily dependent upon the eligible parent for financial support. Proof of financial dependency may be required, such as an annual tax return.

Physically or mentally disabled dependent children of any ages, who are eligible for the benefit, must provide documentation from the child’s physician stating that they are disabled and unable to take 12 credits per semester. However, the maximum benefit payable is limited to four years, regardless of whether the child attends full time or part time.

Dependent children of same-sex domestic partners are also eligible to participate in the Dependent Child Tuition Program. An Affidavit of Domestic Partnership must be on file with the Human Resources Office to be eligible. Please note that the JHHCG reserves the right to request evidence of the dependent status of persons listed on the Dependent Child Tuition Program application, including proof of relationship if the name of the child is different from the employee’s.

END OF ELIGIBILITY

Eligibility for tuition assistance ends upon:


- termination of JHHCG employment
- loss of full-time employment status
- change to a position not eligible for benefits
- dependent child loses dependent status
- dependent child loses full-time student status (unless dependent child is physically or mentally disabled as defined above).

In addition, if an employee terminates prior to the semester, JHHCG reserves the right to revoke or not award the dependent child’s tuition benefits.

A child of a deceased employee who was receiving tuition assistance at the time of death will continue to receive this benefit through the end of the semester in which the employee’s death occurred.

FINAL ADMINISTRATIVE DETERMINATIONS

The Director of Human Resources makes final administrative determinations if any question arises concerning an employee’s employment relationship with the JHHCG, and eligibility for dependent tuition assistance under the program.

	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	II-102
		<i>Effective Date</i>	01/01/03
	<i>Subject:</i> Dependent Child Tuition Program	Revised	11/1/2008

BENEFIT AMOUNT AND MAXIMUM

Payment will be made for 50% less taxes of each dependent child’s full time undergraduate tuition and mandatory academic fees, up to a maximum of 50% of the Johns Hopkins University’s freshman undergraduate tuition. Room, board, books, part time and graduate studies are not eligible.

Payment is limited to four years of full-time, undergraduate study per dependent child at any accredited and degree-granting institution. Accredited institutions that do not offer degrees, but instead issue diplomas or certificates, are not eligible.

Payments are available for mini sessions and summer courses only if the courses will be counted towards a degree and the dependent child is a full-time student participating in the Dependent Child Tuition Program for both fall and spring semesters.

During the semester for which the benefit has been paid, if the parent does not maintain full-time status or has a change in job classification that will affect eligibility, or if the student does not maintain full-time status, the parent is required to refund 100% of the tuition received for that semester. ***If the student withdraws before the end of the academic semester, the parent is expected to refund the tuition assistance received for that semester.. If 100% of the money is not refunded to JHHCG, JHHCG will deduct the amount owed from any additional future dependent tuition entitlements and consider the student to have used the benefits for that semester.***


REQUEST FOR DEPENDENT CHILD TUITION

Employees may obtain a Dependent Child Tuition Program Application form from the Human Resources Department. The employee is responsible for completion of Parts 1 through 3.

FULL-TIME UNDERGRADUATE ENROLLMENT

The completed Dependent Tuition form must be submitted to the Human Resources Department by October 1 for the fall semester and February 1 for the spring semester. Applicants for the tuition assistance are encouraged to file for the benefit as soon as the student is accepted by the school at which he/she will enroll and have received an itemized bill.

Before the Dependent Child Tuition Application is processed, verification of the school’s tuition amount is required. Such verification can be in the form of a tuition bill/statement or letter from the school that contains the student’s name, status, tuition, fees, and scholarship(s) received. This documentation must be submitted with the application form. Payment will not be considered until

	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	II-102
		<i>Effective Date</i>	01/01/03
	<i>Subject:</i> Dependent Child Tuition Program	Revised	11/1/2008

2. Human Resources Reviews application and related documentation for eligibility, calculates benefits and forwards payment request to HR Shared Services –Benefits Office for payment processing.

3. HR Shared Service - Processes withholding the applicable taxes, and distributes checks Benefits Office with the regular bi-weekly pay to the employee.

SPONSOR

Director of Human Resources

REVIEW CYCLE

3 years