



The Johns Hopkins Hospital Dependent Child Tuition Program

Effective July 1, 2002

Eligibility:

Dependent children of full-time (40hours/week) employees in job classifications covered by pay grades 03 through 99¹ and have a minimum of two years continuous service are eligible for payments of their full-time (a minimum of 12 credit hours per semester), undergraduate tuition and mandatory academic fees². A dependent child is one who is of blood descent of the first degree, one who is legally adopted, or one who is a stepchild, primarily dependent on the eligible parent for financial support, and under the age of twenty-six. Please note the Hospital reserves the right to request evidence of the dependent status of persons listed on the Dependent Tuition Program Application.

Covered employees become eligible for this benefit after completing two consecutive years of full-time employment at The Johns Hopkins Hospital or the Johns Hopkins Hospital System Corporation. The two-year eligibility cutoff dates are: October 1 for Fall semester and February 1 for Spring semester. This benefit is available only during periods in which a covered staff member is employed full-time. Each parent is eligible if a they are a full-time employee meeting the requirements listed above.

In order to receive the benefit on July 1, 2002, employees must be in job classifications covered by pay grades 03 through 99 and have two years of consecutive full-time service. However during the transition period, part-time employees in the specified pay grades will receive credit for previous time worked, provided they convert to full-time status by November 1, 2001.

Payment Allowances:

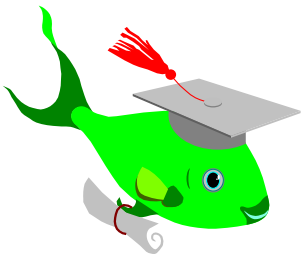
Payment is for 50% less taxes of each dependent child's full-time, undergraduate tuition and mandatory academic fees, up to a maximum of 50% of The Johns Hopkins University's freshman undergraduate tuition. For the 2001-2002 academic year, Hopkins' annual undergraduate freshman tuition is \$26,210. Room and board, books, part-time and graduate study are not eligible. Payment is limited to four years of full-time, undergraduate study per dependent child at any accredited, 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 toward a degree, the dependent child is a full-time student participating in the Dependent Tuition Plan for both Fall and Spring semesters, and the student has not received the maximum grant allowance for the academic year.

If other tuition scholarship support is received in addition to the Hopkins' tuition aid, the total combined tuition support may not exceed 100% of the tuition and mandatory academic fees.

If the parent does not maintain full-time status or has a change in job classification which will effect eligibility of if the student does not maintain full-time student status, the parent is required to refund 100% of the Hopkins' aid. If the student withdraws before the end of the academic cycle, the parent is expected to refund the Hopkins' aid according to the institution's withdrawal policy. If 100% of the money is not refunded, the Hospital will consider the student to have used the benefit for that cycle. The Johns Hopkins Hospital will reimburse the employee directly, when a copy of the bill from the school is provided. All payment made on behalf of employees will be fully taxable and subject to withholding rules.

¹ This policy excludes those employees receiving a similar benefit covered under the Executive Tuition Program or the Grandfathered Tuition Program.

² Mandatory academic fees, defined by the university, are fees that every student attending the university must be charged regardless of status, program or degree. Examples of manadatory fees are student health fees, comprehensive fees and athletic fees.



Dependent Child Tuition Program

Frequently Asked Questions

What are the eligibility requirements for Johns Hopkins Home Care Group employees?

The dependent tuition benefit will be provided to full-time (40 hours/week) employees who have a minimum of two or more years of consecutive full-time employment. To be eligible for the fall semester, you must have completed 2 years of full time consecutive service on or before October 1; for spring semester, February 1.

What is the definition of a dependent?

The three-part check for dependency is outlined below.

1. A dependent is a natural child, legally adopted child or stepchild.
2. The employee furnishes more than half the child's financial support during the semester for which the tuition benefit is sought.
3. The unmarried dependent is under the age of twenty-six.

What is the maximum tuition benefit for dependent children?

Each eligible dependent child may receive tuition assistance for up to four years of full-time (a minimum of 12 credit hours) undergraduate coursework. The benefit is provided only for the dependent's pursuit of his/her first undergraduate degree. Part-time and graduate study are not eligible.

What portion of the tuition is paid for approved dependent children?

Payment is 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 annual full-time freshman undergraduate tuition. For the 2001- 2002 academic year, Hopkins' freshman undergraduate tuition is \$26,210. Room and board, books and discretionary fees are not included.

For example, if your child's annual tuition is \$20,000, you will receive a reimbursement of \$10,000 less taxes. If your child's annual tuition is \$28,000, you will receive the maximum reimbursement, which is one-half of The Johns Hopkins University's annual tuition, \$13,105 less taxes.

Will an employee receive credit for part-time employment?

Part-time employees will receive credit for previous time worked during the transition period only.

What happens if I decrease my hours or change job positions?

If you decrease your work schedule, or move into an ineligible job classification, your eligibility will be ceased.

If the parent does not maintain full-time status or has a change in job classification which will effect eligibility of if the student does not maintain full-time student status, the parent is required to refund 100% of the Hopkins' aid. If the student withdraws before the end of the academic cycle, the parent is expected to refund the Hopkins' aid according to the institution's withdrawal policy. If 100% of the money is not refunded, the Hospital will consider the student to have used the benefit for that cycle.

If I take a leave of absence and return to work, is my time away considered a break-in-service, making me ineligible for the dependent child tuition program?

An employee who takes an approved leave of absence, for which the position is held, is not considered to have a break-in-service and if he/she meets eligibility requirements for the dependent tuition benefit policy, will not lose this benefit.

Is the dependent child tuition program taxable?

The dependent tuition benefit must, by law, be treated as taxable income.

For more information about this policy, copies of forms, and information on how to apply, whom do I call?

Call Human Resources at 410-288-8186. The Human Resources Department is located at 2400 Broening Highway.

What happens when both parents are eligible for the benefit?

If each parent is an eligible employee, each may apply and receive the benefit for the same dependent. For example, if the dependent's annual tuition is \$6,000, each parent would be reimbursed \$3,000 less taxes.