

JHHSC/JHH DEPENDENT TUITION APPLICATION AND AGREEMENT

Please read the information on the back of this form. This application and agreement must be completed for each semester and for each dependent. If both parents are employed by JHHSC/JHH, both must complete an application to be submitted to the HR Service Center, Phipps 455, at the same time.

Please attach the following documentation:

- Proof of relationship - Birth certificate, adoption or tax document showing dependency (for 1st time applicants only).
- A copy of the student's grades from the previous semester (for proof of completion of the semester). Not applicable for 1st time submission.
- The student's enrollment schedule for the semester for which application is being submitted.
- An itemized bill or letter from the school listing the tuition costs, *mandatory fees, and any scholarships and/or grants awarded.

* **Mandatory fees are fees that every student attending the school must be charged regardless of status, program or degree. They include but are not limited to academic fees, student health fees and activity fees. They do not include housing, meal plans and/or books.**

Please note: Payment under this benefit is taxable and subject to withholding rules.

Part I: Employee Information (Please Print)

Employee Name: _____ SSN: _____ - _____ - _____ Personnel# _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home #: () _____ Work #: () _____ Email Address: _____

Department: _____ Position: _____ Location: _____

Part II: Student Information (Please Print) MUST BE COMPLETED

Dependents' Name: _____ SSN: _____ - _____ - _____

Date of Birth: ____/____/____ Date of Admission: ____/____/____ Projected Graduation Date: ____/____/____

College/ University Name and Address: _____

Semester Applying for: _____

Part III: Certification

I certify that I have read the back of this form, and have provided accurate information. I further certify that I have been in a full-time eligible status for (2) two consecutive years, and that I am an employee in good standing. If I do not maintain full-time status (40 hours) or have a change in job classification that will affect my eligibility for this benefit, or if my dependent does not maintain full-time status, I understand and agree that I am required to refund 100% of the tuition payment paid to me for that semester by my employer in accordance with the Dependent Child Tuition policy.

By signing below, I acknowledge that I have reviewed the policy. I am giving JHHSC/JHH permission to withhold from my paycheck(s) any monies I may owe as a result of my or my dependent's change in status (including my final pay or paid time off payout).

Employee's Signature _____ Date: ____/____/____

HR Service Center Office Use Only: Date: ____/____/____

JHH _____ JHHSC _____ Amount paid to Employee: \$ _____

Cost Center #: _____ GL Account # _____

HR Service Center Approval: _____ HR Comment: _____

JHHSC/JHH Dependent Child Tuition Program

Eligibility:

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

An unmarried dependent child is one who is a blood descendant of the first degree, one who is legally adopted, one who the employee has legal guardianship or one who is a stepchild, primarily dependent on the eligible parent for financial support and under the age of twenty-six. Proof of financial dependency maybe required, such as an annual tax return. Unmarried 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 HR Service Center.

The following documentation must be provided along with the application:

- Proof of relationship - Birth certificate, adoption or tax document showing dependency (for 1st time applicants only).
- A copy of the student's grades from the previous semester (for proof of completion of the semester). Not applicable for 1st time submission.
- The student's enrollment schedule for the upcoming semester.
- An itemized bill or letter from the school listing the tuition costs, mandatory fees, and any scholarships and/or grants awarded.

Information obtained from the College/University student portal website must have the student's name and identification information on it. Applications will not be processed until all the required documentation has been submitted.

Payment Allowance:

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.** Payments are limited to (4) 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 spring and fall semesters.

If other tuition scholarship support is received in addition to the tuition received under this program, 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 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 cycle (semester), the parent is expected to refund the tuition assistance received according to the academic institution's withdrawal policy. If 100% of the money is not refunded, JHHSC/JHH will consider the student to have used the benefits for that cycle.

Procedure:

1. Complete and return the Dependent Child Tuition Program Application along with an itemized statement from the college/university showing the tuition, fees and any scholarships/grants awarded, grade report from previous semester (not applicable for 1st time submission), proof of relationship (birth certificate or court ordered custody documents, for 1st time applicants only) and an enrollment schedule for the semester applying for. **If both parents are employed with JHHSC/JHH, both must complete an application and submit them at the same time.**

2. Payment will be made to the employee through the payroll system provided the HR Service Center has received the required application, itemized billing statement from the college/university and all other requested documentation. Payment will be made in an employees' regular pay check with applicable federal supplemental pay withholding.

An employee should allow four (4) weeks processing time for payment, and is responsible for payments to the academic institution. Please note that the JHHSC/JHH HR Service Center reserves the right to request evidence of the dependent status of persons listed on the Dependent Child Tuition Program Application.

If you have any questions, please contact the HR Service Center, Phipps 455 at (410) 955-6208.