

# JHHSC and 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 child**. 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 statement from the college/university showing tuition, fees and any scholarships awarded.** Payment under this benefit is taxable and subject to withholding rules.

## Part I: Employee Information (Please Print)

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Perner# \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_  
Department: \_\_\_\_\_ Position: \_\_\_\_\_ Location: \_\_\_\_\_

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

Dependents' Name\*: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/19\_\_\_\_ Date of Admission: \_\_\_\_/\_\_\_\_/\_\_\_\_ Projected Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
College/University Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Semester applying for\*\*: \_\_\_\_\_

\* Proof of relationship may be required if name is different from employee.

\*\* A copy of the college or university's bill may be attached in lieu of completing this section.

\*\* **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.**

## 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 two consecutive years, and that I am an employee in good standing. If I do not maintain full-time status 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 that policy and that 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 \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

HR Service Center Office Use Only: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Employee's Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cost Center #: \_\_\_\_\_ GL Account # \_\_\_\_\_

HR Service Center Approval: \_\_\_\_\_ HR Comment: \_\_\_\_\_

White- Payroll Dept. Yellow- HR Service Center Pink- Employee Copy

## 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 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. 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, including proof of relationship if the name of the child is different from the employee's.

### **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.**

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, 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 awarded. (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, statement from the college/university and requested documentation. Payment will be made in an employees' regular pay heck 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.**

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