

Campus School

Tuition Benefit Policy

7/16/2009

The Smith College Campus School founded in 1926 is a coeducational day school enrolling 270 children from Northampton and surrounding areas in grades K through 6. The college offers tuition grants to eligible employees whose children are enrolled in the Campus School.

Eligibility: If you are employed in a regular position of half-time or more or you hold a limited-term position which exceeds 3 consecutive years, you are eligible to receive a tuition grant for your child(ren) who attend the Campus School. Staff who are less than half-time, hold a limited-term position of less than 3 years or are in a temporary position are not eligible for this benefit.

Child eligibility: Tuition grants are available for a natural, adopted, or stepchild of yours, your spouse, or your same-sex domestic partner. The child must qualify as your dependent for tax purposes in the current calendar year.

Grant amount: If your dependent child attends the Campus School you will receive a tuition grant of \$2,208.75. If you have more than one child attending the Campus School, the first child will receive the tuition grant of \$2,208.75 and each additional child thereafter would receive a tuition grant of \$2,650.50. Tuition assistance is prorated if you work part-time. Your child's tuition bill will be credited with the appropriate tuition grant after your application has been received.

Tuition payment: There are three options for the payment of Campus School tuition;

- (1) The Smith Employee Deduction Plan. You may authorize the Controller's Office to make payroll deductions from your salary checks for July through June.
- (2) The Two-Semester Installment Plan. Semester bills are sent in July for the First semester tuition that is due in August, and in December for the Second semester's tuition that is due in January.
- (3) Ten-Month Payment Plan. Administered by Academic Management Services, you would make 10 equal monthly payments beginning June 1st to cover one year of school expenses. There are no finance charges; however there is a non-refundable \$55 application fee.

Tax issues: Please consult with Human Resources regarding current legislation on the taxability of tuition benefits.

Questions: For questions regarding this tuition plan, please refer to the full description in your handbook or contact the tuition benefits administrator in Human Resources at x2273.

Tuition Benefit Application

Campus School (K-6)
SECTION 1 = Employee Information (please print)

 Name: _____ Employee ID: _____
 Department: _____ Campus Ext: _____

SECTION 2 = Dependent Child(ren) Information (please print)

 Child 1: _____ Birth Date: _____ ID: _____ Grade: _____
 Child 2: _____ Birth Date: _____ ID: _____ Grade: _____
 Child 3: _____ Birth Date: _____ ID: _____ Grade: _____

 Does this child(ren) qualify as your eligible IRS tax dependent? Yes No

I have provided complete and accurate information on this application in accordance with the Tuition Assistance program. I understand that any inaccurate information I provide on this application may adversely affect eligibility for a tuition benefit under this plan, and that Smith College may seek to recover from me any benefits paid based on any inaccurate information provided.

Employee Signature: _____ Date: _____

SECTION 3 = Human Resources

BNF Elg Date: _____ Job FTE: _____ Academic Year: _____

Child 1:	\$ _____	_____	X	_____	=	_____
	AY Tuition	Benefit Amt		Benefit FTE		Tuition Bnf

Child 2:	\$ _____	_____	X	_____	=	_____
	AY Tuition	Benefit Amt		Benefit FTE		Tuition Bnf

Child 3:	\$ _____	_____	X	_____	=	_____
	AY Tuition	Benefit Amt		Benefit FTE		Tuition Bnf

HR Signature: _____ Date: _____