

## **Claremont McKenna College Tuition Remission**

Each of The Claremont Colleges and the Claremont University Consortium has its own tuition benefit policy. The tuition benefit for Claremont McKenna College (CMC) is referred to as "Tuition Remission." To inquire about this benefit, please contact the Office of Human Resources.

### **Tuition Remission for Dependent Children of Eligible Staff and Faculty Members**

1. Claremont McKenna College's tuition remission benefit is for "dependent children" of eligible staff and faculty members. For purposes of benefit eligibility, the term "dependent children" is defined as those who meet the qualifications of sections 132(h) (2)(B) and 152(f)(1) of the Internal Revenue Code (e.g., son, stepson, daughter or stepdaughter of the taxpayer who is a dependent of the staff or faculty member, who has not attained the age of 25 and is claimed as a dependent on the employee's tax return).
2. For purposes of benefit eligibility, the term "eligible staff and faculty members" is defined as individuals; a) who are in a paid status, b) who hold full-time positions with Claremont McKenna College (CMC), and c) who have been employed with CMC for two years or longer, prior to the start of the semester/quarter for which tuition remission benefits are requested.

Full-time employment for staff is defined as working 12 months per year and 40 hours per week. Staff in less than full-time positions and temporary on-call positions are not eligible for tuition remission.

Full-time employment for faculty members is defined as (i) full-time tenured, tenure track, and non-tenure track faculty, (ii) full-time, non-tenure track appointments in the Department of Physical Education and Athletics. Faculty members in part-time non-tenure track appointments are not eligible for tuition remission.

Eligible staff and faculty members who transfer from an institution of Higher Education will have their full-time years of service honored in terms of qualification for this benefit.

3. Tuition remission will be granted to an eligible staff or faculty member's children who are working toward an Associate of Arts or a Bachelor's Degree at an eligible institution. An eligible college or university must be accredited and must have a regular, organized body of students in attendance at the place where its educational activities are conducted. Tuition remission will not be awarded for on-the-job training, correspondence schools, night schools, or similar institutions. In the case of any dispute over the eligibility of any specific institution, the Director of Financial Aid for CMC will forward a recommendation to the President of the College, whose decision shall be binding.
4. Tuition remission will be awarded to dependent children who demonstrate scholastic ability. Other than in exceptional circumstances (e.g., serious documented illness), tuition remission will not be awarded to dependent children who fail to maintain a "C" average, or the equivalent, in their last year of high school prior to entering college or, once enrolled in college, a 2.0 cumulative GPA in their college studies.

5. The total tuition remission benefits an eligible staff or faculty member shall cover: (i) no more than 8 semesters (or any other four-year equivalent) of undergraduate education if there is only one eligible child; and, (ii) no more than 16 total semesters (or any other eight-year equivalent) of undergraduate education if there are 2 or more eligible children. The tuition remission benefits may be divided among any of the staff or faculty member's eligible children. For example, two children might each be eligible for eight semesters of tuition remission aid, four children for four semesters, etc; provided, however, that each application for tuition remission for an individual child will be considered for a total of no more than 8 semesters, 12 quarters, 120 units or 32 courses, whichever the attended institution accepts as its minimum graduation requirements (tuition remission for summer sessions will be counted as a part of the total).
6. The annual amount of tuition remission awarded to a dependent child in any one academic year shall be the lesser of: one-half of the tuition (excluding the cost of books, fees, room, and board) charged at the institution attended by the dependent child, or one-half of the current tuition at CMC.
7. Applications for tuition remission are to be submitted in writing to the Office of Human Resources each semester/quarter, accompanied by a grade report and billing statement from the institution attended.
8. All tuition remission will be paid directly to the institution attended. If a student withdraws from an institution before completing the academic year, any rebate of tuition remission will be returned to CMC. Staff and faculty members of dependent children receiving tuition remission will be responsible for returning any money to CMC.
9. Should an eligible staff or faculty member satisfy the criteria for either a short- or long-term disability, whose children would otherwise be eligible for tuition remission, the children will remain eligible for not more than five years from the staff or faculty member's date of disability (assuming all the other conditions of eligibility are met). Although this extension will help children not yet enrolled in college at the time of a staff or faculty member's disability, it will not continue beyond the maximum five-year period.
10. Early retirement from CMC requires that staff and faculty members are at least 55 years of age and have at least ten years service. Should an eligible staff or faculty member retire from CMC, whose children would otherwise be eligible for tuition remission, the retiring employee will remain eligible for benefits under this policy for not more than five years from the employee's date of retirement or, for faculty, on the date of retirement or the date phased retirement begins, whichever is earlier; provided, however, that a retiring employee's eligibility shall terminate effective with any subsequent full-time employment by the retiring employee, or part-time employment that provides any tuition remission benefit. Although this extension will help children not yet enrolled in college at the time of a staff or faculty member's retirement, it will not continue beyond the maximum five-year period.
11. Should an eligible staff or faculty member die whose children would otherwise be eligible for tuition remission, the children will remain eligible for not more than five years from the date of the staff or faculty member's death. Although this extension will help children not yet enrolled in college at the time of a staff or faculty member's death, it will not continue beyond the maximum five-year period.