

TO: All Benefits-Eligible Employees

SUBJECT: Tuition Benefit Programs (Changes to be made effective July 1, 2010)

As I've reported throughout this past year, the Human Resources Department worked with a benefit advisory committee to review all College employee and dependent tuition benefit plans. The committee finished its work and submitted recommendations to the senior staff at the end of May. I am writing now to share with you information about the changes which we will make to these programs effective July 1, 2010. Changes are summarized below. If you have questions about any of these changes, particularly if you have College-aged children for whom you will be applying to access these programs, please call the Human Resources Department (x2503).

Dependent children or spouses/partners of employees who are currently participating in any of the College tuition benefit programs will be maintained so that their educational pursuits are not interrupted.

SERVICE REQUIREMENT TO BE ELIGIBLE FOR CERTAIN TUITION BENEFITS:

For all benefits eligible employees hired July 1, 2010, and later, the service requirement to be eligible to apply for a waiver of Mount Holyoke College tuition for a dependent daughter and/or a spouse/partner, for dependent children of employees to apply to participate in the Tuition Exchange Scholarship Program, and for employees to apply to participate in the employee Frances Perkins Program will change from three (3) years of full-time service at Mount Holyoke College to five (5) years. Eligibility for part-time employees and/or their dependents to participate in these programs will be the equivalent of 5 years of full-time service. **All incumbent benefits eligible employees will be grandfathered under the current eligibility rules.**

In order to be eligible to apply for any of these tuition benefits, an adopted child or step child must be the dependent of the eligible College employee, and a spouse/partner must be the spouse/partner of the employee for at least five (5) years prior to applying for College tuition benefits. Documentation/proof of relationship will be required for all benefits to be extended to dependent children or spouse/partner.

WAIVER OF MOUNT HOLYOKE COLLEGE TUITION:

We will maintain the waiver of Mount Holyoke College tuition for accepted dependent daughters and spouse/partner of full-time employees at 100%. Waiver of tuition for dependent daughters and spouse/partner of full-time and part-time employees **hired on or after July 1, 2010,** will be 100% after the completion of the equivalent of five (5) years of full-time service. **Dependent daughters and spouse/partner of incumbent full-time and part-time employees will be grandfathered under current eligibility rules.**

TUITION EXCHANGE SCHOLARSHIP PROGRAM:

The College must manage its utilization of the Tuition Exchange Scholarship Program so that we maintain a reasonable balance between the number of dependent children of Mount Holyoke College employees who receive scholarships at other TE participating schools (exports) and the number of students who attend Mount Holyoke on TE exchange (imports):

- a. Each year, in May, we will conduct a review of the 3-year rolling history of TE import/export experience. This review will consider the historical yield of both imports and exports and will ultimately determine the number of scholarship applications which the College can submit in the subsequent academic year in order to maintain a reasonable balance between import and export TE scholarships.
- b. The Human Resources Department will communicate the number of TE scholarship applications to be accepted for the next academic year each May during their annual benefits open enrollment.
- c. Given our TE utilization for the period 2008-09, 2009-10 and 2010-11, the College will be able to submit 22 applications for Tuition Exchange for study beginning in the 2011-12 academic year.
- d. The deadline for applications is December 1st of each year. Applications received after that date will NOT be considered.
- e. If more than 22 TE scholarship applications are submitted by December 1, 2010, the determination of which scholarship applications will be submitted to the Tuition Exchange Scholarship Program will be made based on a combination of the employee's seniority (length of benefits-eligible service) and whether the child for whom the employee is applying for a scholarship is the first, second, third, etc., child to apply. For first children, priority consideration will be given strictly based on seniority. For second, third, etc., children applying for scholarships, employees will be given similar consideration of overall seniority if the employee has additional service, proportional to the number of children for whom they have received, or are applying to receive, tuition benefits, (e.g., first child – 5 years of service, second child – 10 years of service, third child – 15 years of service, etc.). If the number of applicants at a level of seniority exceeds the available scholarships, selection within that group will be by lottery.

WAIVER OF TUITION FOR COURSES (SPACE-AVAILABLE) AT MOUNT HOLYOKE:

We will maintain the option for dependent children and spouse/partner of employees to take one (1) course per semester at the College on a space-available basis, with the permission of the instructor. A waiver of this one (1) course per semester limit may be granted in certain circumstances when the dependent child or spouse/partner will not be seeking a degree from the

College. A maximum of 24 Mount Holyoke credits can be earned prior to matriculating and later applied to a degree.

\$1,800 TUITION GRANT:

The \$1,800 tuition grant which is currently available for children of faculty and staff who are in Grade 18 and higher who are attending other institutions of higher education will be eliminated effective immediately.

EMPLOYEE TUITION REIMBURSEMENT PROGRAM;

The tuition reimbursement benefit that is available to employees who are taking courses for credit at other accredited institutions will be increased from the current \$250 per course and maximum of \$500 per year to **\$500** per course and maximum of **\$1,000** per year.

EARLY CHILDHOOD EDUCATION/CHILD CARE:

The savings realized from eliminating the \$1,800 grant will be used to offset incremental costs to support child care programs; e.g., wages to support an intern and Mount Holyoke College student employees to work at the Gorse Children's Center.

If you have questions about any of these changes or are interested in learning more about them, please contact us at x2503.