

MOUNT HOLYOKESM

Tuition Grant Application 20____ - 20____

Mount Holyoke College provides a grant of up to \$1,800 per school year toward the cost of tuition only for *dependent children of Faculty, Professional Administrative Staff and Staff members in grade 18 and above. The child must be in full-time attendance at an accredited undergraduate institution of higher learning other than Mount Holyoke College. Grants are made for a maximum of four years. Application is made **annually** to the **Human Resources Department** along with a copy of the tuition bill. The initial application must be accompanied by a birth certificate or the legal adoption papers of the child.

Please Note: This Tuition Grant is considered taxable income by the Internal Revenue Service (IRS) and therefore will be added to your gross pay as additional compensation. Appropriate payroll taxes must be withheld.

For those with a semester plan, one half of the grant will be included in each of the August 15 and January 15 paychecks. For the quarter plan, one third will be included in each of the August 15, November 15 and February 15 paychecks.

If your daughter/son should leave the Institution and there is any tuition refund due on the portion which the College has paid, that amount should be returned to Financial Services. The appropriate reduction in taxable income and refund of withheld taxes will be made at that time.

Name: _____ Department: _____

Student's Name: _____ Date of Birth: _____

Student's Soc. Sec. # _____

Name of Institution: _____

Address of Institution: _____

Annual Tuition: \$ _____ Academic Plan: Semester [] Quarter []

Tuition Due Dates: _____ Graduation Date: _____

Year Student Entering: First Year [] Sophomore [] Junior [] Senior []

Signature: _____ Date: _____

For office use only:

Approved by: Human Resources Department: _____ Date: _____

* Dependent is defined in accordance with IRS regulations as: (1) a legal dependent of the faculty or staff member for at least two years prior to application; and (2) dependent child must still live at home with parent being responsible for 50% or more of their finances; and (3) dependent child must be under age 24.