
APPLIES TO: All KC regular full-time employees

ISSUED: *October 31, 2024*

KEYWORDS: education, assistance, dependent, tuition

EFFECTIVE: *October 31, 2024*

PURPOSE:

The purpose of this policy is to support full-time employees by helping offset the cost of K-12 parochial school tuition for their dependent children, reinforcing the institution's commitment to employee benefits and family support.

DEFINITION OF TERMS IN THIS POLICY:

1. **Regular full-time employee:** an individual employed by Kettering College ("KC"; "the College") who fulfills 36-40 hours per week (72-80 hours per pay period) budgeted position(s) (≥ 0.90 FTE) and considered benefit eligible by KH HR policy.

POLICY DETAILS:

Eligibility:

Regular full-time employees of the College with unmarried dependent children Kindergarten-12th grade and enrolled in approved parochial schools at the elementary or secondary levels, are eligible for tuition assistance for those dependents. A dependent child is defined as any unmarried natural or adopted child of the employee or the employee's spouse, as long as the child is claimed as a dependent on the employee's federal tax return. The amount of reimbursement is based upon the Reimbursement Schedule listed below. If both parents of a child work for the College, only one parent is eligible to receive tuition assistance for that child.

PROCEDURE:

1. The employee must complete and submit to the KC Director of Finance and Administration office an Educational Assistance to Dependents (EAD) application form prior to the beginning of the school term for which reimbursement is being requested. A new application must be submitted each term.
2. The employee must provide the school tuition and fee schedule as well as a copy of a statement/bill showing the tuition being charged for the semester.
3. Attach a copy of bill/payments made to the school. Reported tuition costs should reflect the amount actually paid by the employee. Any funding from EdChoice or other governmental or other agency should be included in the documentation submitted and discounted from the amount submitted for assistance under this policy. If applicable, please indicate if full-day or half-day kindergarten attendance. For example, if the tuition cost is \$1,000 for the fall term and EdChoice provides \$200 during that same term, the difference (\$800) will serve as the basis when applying the benefit.
4. Once this information has been received, the appropriate reimbursement will be added to the employee's gross pay and paid through the normal payroll process.

NOTE: This benefit is taxable.

Reimbursement Schedule:

- Regular full-time employees receive benefit for dependents in Primary and Secondary schools (K-12).
- The reimbursement benefit for tuition will be considered at thirty percent (30%) and capped at the highest published tuition category at Spring Valley Academy (excluding course and other fees).
- Reimbursement will be based on money owed less applicable discounts.
- Room and board costs are not eligible for reimbursement.
- Semi-annual reimbursements are scheduled for payment in October and March.

RESOURCES/REFERENCES:

Related KH Policy: N/A

Maintained by: KC Office of Finance and Administration

HISTORY OF REVISION:

Original date: Faculty Handbook 2014-2015

Revision dates: March 19, 2017; October 31, 2024