



## **IMPORTANT TUITION WAIVER BENEFIT INFORMATION**

**Please retain this copy of the Tuition Waiver Benefit Information for your records.**

### **ELIGIBLE OFF-CAMPUS PROGRAMS:**

The ***only*** off campus programs that qualify for the Tuition Waiver (TW) benefit are as follows:

- Philadelphia Semester
- Washington Semester
- Queretaro Program
- Vienna Summer School
- Off campus May/June/July Terms (excluding Compass Arts and Oregon Extension Programs)

### **FINANCIAL AID APPLICATION REQUIREMENT:**

Before the Office of Financial Aid finalizes a TW for a full-time student, eligibility for federal and state scholarship/ grant assistance must be determined. The student TW beneficiary is therefore required to complete the *Free Application for Federal Student Aid* (FAFSA) for his/her first year of full-time attendance. Should the student demonstrate eligibility for such assistance, s/he will be required to file the FAFSA for each subsequent year of full-time enrollment.

### **THE CALCULATION OF THE TUITION WAIVER BENEFIT:**

The TW is calculated by applying the appropriate benefit percentage against the student's ***NET TUITION CHARGES***. Net tuition charges are those charges remaining after all other scholarships and grants (gift assistance) from both internal and external sources have been applied against the student's total tuition charges. Student Loans are ***not*** included in this calculation. ***Please see information below pertaining to the treatment of Hope sponsored merit awards.***

### **TAX FREE EMPLOYEE BENEFIT**

The TW benefit is a tax free employee benefit only in those cases where the child receiving the benefit is under the age of 24 and is an IRS qualified dependent on the employee's federal tax return during the period of the TW request. Dependent status shall be granted to those unmarried stepchildren that have been members of the Hope College employee's family for a minimum of three years prior to their first application for a TW. As a member of the employee's family, the stepchild's regular, permanent residence must be the same as the Hope College employee. Upon request, the Hope College employee shall verify that the stepchild has met the residency requirement.

### **TUITION WAIVER BENEFIT DURATION**

#### ***NEW POLICY EFFECTIVE WITH THE 2007-08 ACADEMIC YEAR FOR ALL TW BENEFICIARIES:***

TW beneficiaries are limited to ten (10) semesters of eligibility (regardless of part-time/full-time enrollment). A summer term is not counted as a semester; however, once the 10-semester limit is reached, the student is ineligible to receive the TW for subsequent summer term enrollment. Any semester during which a student enrolls at Hope while dually enrolled in high school is ***not*** counted as a semester in monitoring this 10-semester limitation. The 30<sup>th</sup> birthday age limitation still applies. Any beneficiary who has already received 10 semesters of assistance under the TW program is ineligible to receive any further assistance beginning in 2007-08 and beyond.

- NOTES:**
1. *This policy change does not impact spouses of faculty and staff.*
  2. *This policy change does not alter the age limitation of 25 for stepchildren; however, stepchildren do fall under this 10-semester limitation.*
  3. *This 10-semester limit applies to both Hope College semesters of enrollment and any semesters of enrollment at another GLCA institution during which a GLCA Tuition Waiver was received.*

### **COORDINATION OF HOPE SPONSORED MERIT AWARDS WITH THE TW BENEFIT:**

(Hope sponsored merit awards include any scholarships awarded through the Admissions Office, through the Distinguished Artist Award Program, or through the National Merit Scholarship program.)

***POLICY FOR STUDENTS ENROLLED PRIOR TO THE 2008-09 ACADEMIC YEAR:***

1. ***For FULL 100% Beneficiaries:***

If the student is eligible for any non-need based Hope merit award, the dollar value of this award is limited to the student's ***ACTUAL*** charges for room, board, and activity fee as incurred for the appropriate semester. The student is eligible to receive this Hope merit award in conjunction with the full tuition waiver benefit ***ONLY*** if s/he resides in on campus housing. If the student commutes from home, lives in off campus housing, or enrolls in an off campus program, s/he will be ineligible to receive the Hope merit award.

2. ***For PARTIAL Beneficiaries:***

If the student is eligible for any non-need based Hope merit award, the dollar value of this award will first be applied against his/her ***ACTUAL*** room, board, and activity fee charges. Any merit award dollars in excess of these actual room, board, and activity fee charges will be applied against the student's tuition charges. The appropriate tuition waiver percentage will then be applied against the student's ***NET*** tuition charges (actual tuition minus any Hope merit award dollars not applied to room, board, and activity fee charges, minus any other gift assistance). The Hope merit award will be fully applicable to tuition charges should the student not live in on campus housing.

***NEW POLICY BEGINNING WITH THE 2008-09 ACADEMIC YEAR APPLICABLE TO INCOMING FIRST-TIME DEGREE-SEEKING TW BENEFICIARIES (both full 100% and partial beneficiaries):***

All internal and external gift assistance, including Hope merit scholarships and all other scholarships, grants and benefits (with the exception of the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant) are considered applicable *only* to a student's tuition charges; such gift assistance is *not* applicable to a student's room/board/activity fee charges or expenses.

The TW benefit is calculated by applying the appropriate benefit percentage against the student's net tuition charges. Net tuition charges are those charges remaining after ALL other gift aid awards (excluding Federal Pell/Supplemental Grants) are applied against the student's total tuition charges.

If, in any given award year, a student receives gift aid (i.e., scholarships and grants) from internal Hope sources and/or external sources that in combination exceed tuition, a beneficiary can choose to receive the greater amount of gift aid and thereby forfeit tuition waiver eligibility during the enrollment period s/he receives said gift aid.