

# STANFORD

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## UNIVERSITY HUMAN RESOURCES



# Tuition Grant Program Summary

A Stanford University Educational Assistance Program

The Tuition Grant Program (TGP) helps eligible faculty and staff pay for the cost of undergraduate college education for their eligible children. The program pays all or a portion of college tuition at accredited institutions.



# Tuition Grant Program Summary

A Stanford University Educational Assistance Program

***This is a Tuition Grant Program summary description only. Please refer to the Tuition Grant Program Guidelines for detailed information about eligibility, application procedures, benefit payments, and taxability information.***

## *Employee Eligibility*

You must work 50% FTE or greater in a benefits-eligible University position, and

- Faculty, University Officers and Executives are eligible for TGP when your appointment begins and your university appointment must be of six months duration or longer.
- Staff are eligible once you have completed five years of continuing benefits-eligible service<sup>1</sup> of six months duration or more<sup>2</sup> (four months or more, or to the extent provided in the collective bargaining agreement, for bargaining unit employees)

## *Child Eligibility*

Eligible children include and are limited to the following:

- Your biological or legally adopted child, **OR**
  - A stepchild, **OR**
  - A foster child who has lived with you for at least 24 months immediately before you request benefits under the Program, **OR**
  - A child of your domestic partner (as defined by the Domestic Partner Benefits Policy, available through Benefits), **OR**
  - Your ward under a court-approved legal guardianship and has been your ward for at least 60 months
- **AND** -

One or more of the following statements are true:

- The child is claimed as your dependent on your federal income tax returns, **OR**

<sup>1</sup> Benefits-eligible service is defined in the Administrative Guide, Section 22.

<sup>2</sup> Effective January 1, 2004, faculty of the School of Medicine who have a 7/8 or more assignment at the Veterans Administration Medical Center will be treated as benefits-eligible for this purpose.

## *Maximum Benefit Amount 2014 - 2015*

- \$ 22,092.00 full academic year
- \$ 11,046.00 for each semester
- \$ 7,364.00 for each quarter

## *When to Apply*

For all semesters and quarters (including summer), **apply between April 1 and July 1.**

## *TGP Contact Information*

- (650) 723-0401
- [tuitiongrant@stanford.edu](mailto:tuitiongrant@stanford.edu)
- Help **Ticket** at TGP [HelpSU](#)

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- You provide more than 50% of the child's financial support, **OR**
- The child lives primarily with you when he/she is not away at school.

### *Non Taxable Benefit*

The child must be claimed as your dependent on your federal income tax return for the year that includes the tuition payment date to receive the non-taxable benefit.

### *Taxable Benefit*

If the child satisfies the program's eligibility requirements but is not your federal income tax dependent, the benefit is considered taxable compensation.

For full details regarding IRS rules for payment of taxable benefits, including examples, please see the Taxable Payments section under Annual Benefit Amount in TGP Guidelines.

No TGP benefits continue beyond your eligible child's attainment of one baccalaureate degree.

### *Benefit Amount*

The maximum full-time benefit for the 2014 - 2015 academic year – including summer term – is:

- \$ 22,092.00 for the full academic year
- \$ 11,046.00 for each semester
- \$ 7,364.00 for each quarter

The benefit payable per eligible child, up to the maximum, will be based on the percent of full-time equivalency (FTE) as of the beginning of the payable term. If you are working at 100% FTE (40 hours per week) at that time, you will be eligible for 100% of the benefit payable. This is referred to as the "full-time benefit." If you are working between 50% and 99% FTE as of the beginning of the payable term, your benefit will be prorated by the percent of your FTE. This is referred to as the "part-time benefit."

### *When to Apply*

For all semesters and quarters (including summer), **apply between April 1 and July 1.**

The application form, Frequently Asked Questions, eligibility information, and printable guidelines are online at: <http://hros.stanford.edu/eap/tgp.html>. Paper forms are available at SLAC Benefits Office.

If you become eligible (see employee eligibility in the TGP Guidelines) before or after the official application period, please submit your application for your eligible child immediately in order for TGP benefits to begin as soon as possible. Do not submit an application until you are eligible. Please note, if you become eligible during a current term, that term will be pro-rated based on the number of days remaining in that term. All other terms will be processed as indicated above. Reapply every year!