



MACALESTER

Dependent Tuition Assistance Program Guidelines

The Dependent Tuition Assistance Program (DTAP) is available for eligible faculty and staff members (members of collective bargaining units are not eligible), and provides tuition assistance for dependent children, spouses and registered domestic partners at various local and regional colleges and universities.

Terms and eligibility conditions vary by institution and type of dependent; faculty and staff members should refer to specific terms in each section. Faculty and staff members will be required to verify their dependent's eligibility according to Macalester College's definitions and provisions. The terms and conditions of the program are subject to periodic review and modification by participating colleges.

Section I: Definitions

Eligible Employee: See Section III

Eligible Dependent: Dependent child, spouse, or registered domestic partner of eligible employee

Dependent Children: Any naturally born or legally adopted children, and stepchildren or children of registered domestic partnerships who are under age 25 and dependent upon the faculty or staff member's household for at least one half of financial support or are claimed as a dependent on the faculty or staff member's tax form

Full-time Employment: Annual appointment of .75 FTE or greater

Host Institution: College or university which the eligible dependent is attending

Term: Semester or trimester; does not include winter or summer terms

Regular Appointment: An appointment which is for a minimum period of at least six months

ACTC: Associated Colleges of the Twin Cities; includes Augsburg College, St. Catherine University, Hamline University, and the University of St. Thomas

ACM: Associated Colleges of the Midwest; includes Beloit College, Coe College, Colorado College, Cornell College, Grinnell College, Knox College, Lake Forest College, Lawrence University, Luther College, Monmouth College, Ripon College, and St. Olaf College (beginning Fall 2019)

Section II: Administration

1. DTAP is administered by the Employment Services Department.
2. Applications for DTAP must be completed and submitted by **January 15th** for the following academic year.
3. Students attending Macalester College or other ACTC institutions must submit a DTAP Application for each academic year.
4. Students attending other ACM institutions must submit an ACM Certification of Eligibility and a DTAP Application for the first academic year. Thereafter, these students must submit only the DTAP Application for each academic year.
5. Dependent children who wish to apply for scholarship/grants should contact the host institution's financial aid office by February 1st of each year to assure that all financial aid requirements are met.

Section III: Eligibility & Service Requirements

Eligible Employees:

1. Full-time (0.75-1.00 FTE) faculty and staff members (exclusive of members of collective bargaining units) who have completed one year of continuous service at Macalester
 - o Eligible for up to 8 semesters of tuition assistance per eligible dependent at Macalester, ACM, or ACTC
2. Part-time (0.50-0.74 FTE) faculty and staff members (exclusive of members of collective bargaining units) who have completed 10 years of continuous service at Macalester
 - o Eligible for up to 4 semesters of tuition assistance per eligible dependent at Macalester or ACM

Additional considerations:

1. Dependent children who have more than one parent employed by Macalester College will be eligible to participate if the combined appointment of both parents is equal to or greater than .75 FTE, and both parents have met all other program requirements.
2. If eligibility commences after the start of a term, but prior to the second half of that term, eligibility will be granted for the full term. For eligibility commencing during the second half of the term, eligibility will be delayed until the following term.
3. If a loss of eligibility occurs after the start of a term, eligibility will be granted only for the remainder of that term. Loss of eligibility will occur upon termination and may occur with changes in FTE.
4. Employees who change status from part-time to full-time may count previous continuous part-time service toward the one-year service requirement. Providing that full-time status continues, eligibility in these cases will commence when the faculty or staff member has completed one of the following service requirements, both of which are equivalent to time worked in one year per full-time employment definition in Section I: 1) Staff – 1511.25 hours of service, or 2) Faculty – 4 courses taught.
5. Eligible employees who change status from full-time to part-time (between 0.50 and 0.74 FTE) will reduce to a pro-rated benefit amount up to 4 semesters. If the employee has already utilized 4 semesters of the benefit for a dependent, the benefit will be exhausted for that dependent.
6. If a faculty or staff member experiences a break in service of less than twelve months, all previous service will be counted toward fulfillment of the service requirement. Faculty or staff members with a break in service of greater than twelve months will begin calculating their service requirement from their rehire date.
7. If a faculty or staff member dies or becomes disabled after meeting program eligibility and service requirements, their dependent children who have applied to and/or have been admitted to any participating institution will be eligible for full participation in the program.
8. Employees who have terminated employment with another ACTC college or university within 12-months prior to their employment at Macalester and who were eligible for tuition remission under that institution's plan shall be allowed to count service at the institution toward the program service requirement at Macalester. Service at previous institutions will be verified as requested on an individual basis.
9. ACTC schools will evaluate participant imbalance annually each spring to determine whether each institution will restrict tuition remission in the following academic year. An institution may have good, alert, or restricted standing.
 - o Good: The institution exports no more than 25% fewer students than it imports.
 - o Alert: The institution imports up to twice as many students than it exports.
 - o Restricted: The institution imports at least twice as many students as it exports.

Standing is calculated based on both the number students attending the institution using tuition remission (imports) and the number of students who are dependents of employees at the institution who are receiving tuition remission at other ACTC schools (exports) over the past 5 years. Restricted standing means the host institution would not be required to provide tuition remission to any more *new imports* until good standing is achieved.

10. If it is determined that you were not entitled to either some or all of the dependent tuition assistance program benefits you received, you may be required to make repayment to the respective institution.

Section IV: Programs

In all programs:

1. Dependent children, spouses and registered domestic partners must be admitted by the host institution in order to take classes.
2. Students are responsible for all fees and tuition payments not covered by DTAP.
3. This policy is not applicable to January term sessions, summer sessions or off campus study (study abroad or interim courses outside the host institution).
4. Additional conditions for tuition assistance may be defined by the host institution.

	Host Institution	Eligible Participants <i>As related to eligible Macalester faculty or staff member</i>	Semesters of Assistance <i>(per dependent)</i>	Assistance Rate <i>% of tuition</i>
	Macalester College	Dependent Children Spouse Registered Domestic Partner	Up to 8	Up to 90%
ACTC	Augsburg College	Dependent Children Spouse Registered Domestic Partner (same sex only)	Up to 8	Up to 90%
	Hamline University	Dependent Children Spouse Registered Domestic Partner	Up to 8	Up to 90%
	University of St. Thomas	Dependent Children Spouse	Up to 8	Up to 90%
	St. Catherine University	Dependent Children Spouse	Up to 8	Up to 75%
ACM	Beloit College	Dependent Children	Up to 8	At least 80%
	Coe College	Dependent Children	Up to 8	At least 80%
	Colorado College	Dependent Children	Up to 8	At least 80%
	Cornell College	Dependent Children	Up to 8	At least 80%
	Grinnell College	Dependent Children	Up to 8	At least 80%
	Knox College	Dependent Children	Up to 8	At least 80%
	Lake Forest College	Dependent Children	Up to 8	At least 80%
	Lawrence University	Dependent Children	Up to 8	At least 80%
	Luther College	Dependent Children	Up to 8	At least 80%
	Monmouth College	Dependent Children	Up to 8	At least 80%
	Ripon College	Dependent Children	Up to 8	At least 80%
St. Olaf College	Dependent Children	Up to 8	At least 80%	

Dependent Children Attending Macalester College

1. Dependent children of eligible employees may receive tuition assistance paying up to 90% of Macalester College's current tuition.
2. DTAP is applicable to Macalester faculty-led semester programs or exchange programs between Macalester and another university as defined by agreement between the Employment Services and the International Center.
 - o Monies granted under this section are specifically prohibited from leaving Macalester College. If a student wishes to enroll in a program that necessitates cash outlay by Macalester College, the tuition assistance will be held in abeyance during the student's period of off-campus study.
3. Only full-time students admitted and enrolled for their first baccalaureate degree are eligible for assistance.
 - o Students may be considered for participation as a part-time student if temporary circumstances limit their ability to take on a full load. However, each less than full load semester must be approved in advance by the program administrator (Employment Services) and will count as a full semester under DTAP. Part time applications will be considered on a case by case basis.

Dependent Children Attending ACTC Schools

1. ***University of St. Thomas, Augsburg College, and Hamline University***
Dependent children of eligible full-time employees may receive assistance paying up to 90% of the current tuition.
2. ***St. Catherine University***
Dependent children of eligible full-time employees may receive assistance paying up to 75% of the current tuition.
3. Only full-time students enrolled for their first baccalaureate degree are eligible for assistance under this section.
 - o Students may be considered for participation as a part-time student if temporary circumstances limit their ability to take on a full load. However, each less than full load semester must be approved in advance by the program administrator (Employment Services) and will count as a full semester under DTAP. Part time applications will be considered on a case by case basis.

Dependent Children Attending ACM Schools

1. Dependent children of eligible employees may receive tuition assistance from participating ACM colleges in accordance with the host institution's policies, the policies contained in this section, and the policies of the ACM Faculty/Staff Children Tuition Exchange Program.
2. Only full-time students enrolled for their first baccalaureate degree are eligible for assistance under this section.

Spouses and Registered Domestic Partners Attending Macalester College and ACTC Schools

1. Tuition remission is available for undergraduate courses only.
2. Spouses and registered domestic partners who have already attained a baccalaureate degree or the equivalent are not eligible to participate in this program.
3. ***Macalester College***
Spouses and registered domestic partners of eligible full-time employees may receive assistance paying up to 90% of the current tuition.
 - o Courses may be related or unrelated to obtaining a degree. Degree-seeking students must apply to the college through the Admissions Office. Non-degree-seeking students must apply through the Registrar's Office.
 - o Students may be part-time or full-time, but each semester will count as a full semester under DTAP.
4. ***University of St. Thomas***
Spouses of eligible full-time employees may receive assistance paying up to 90% of the current tuition.
 - o Courses may be related or unrelated to obtaining a degree.
 - o Students may be part-time or full-time, but each semester will count as a full semester under DTAP.

5. **St. Catherine University**

Spouses of eligible full-time employees may receive assistance paying up to 75% of the current tuition.

- o Courses may be related or unrelated to obtaining a degree.
- o Students may be part-time or full-time, but each semester will count as a full semester under DTAP.

6. **Augsburg College**

Spouses and registered domestic partners (same sex only) of eligible full-time employees may receive assistance paying up to 90% of the current tuition.

- o Courses may be related or unrelated to obtaining a degree.
- o Students may be part-time or full-time, but each semester will count as a full semester under DTAP.

7. **Hamline University**

Spouses and registered domestic partners of eligible full-time employees may receive assistance paying up to 90% of the current tuition.

- o Tuition remission is available for full-time students working toward their first baccalaureate degree.
- o Students may be considered for participation as a part-time student if temporary circumstances limit their ability to take on a full load. Each part-time semester will count as a full semester under DTAP.

Section V: Other Financial Assistance

Financial aid in addition to DTAP may be a possibility. Students must [apply for need-based financial aid](#) to be considered. If demonstrated need for financial aid exceeds the amount of the DTAP benefit, need-based financial aid from Federal, State, and host institution sources may be awarded in addition to DTAP. Eligibility to participate in student employment programs will be determined based on demonstrated financial need. Eligibility for student loans may be determined by completing the FAFSA. For a student receiving the DTAP benefit, merit-based scholarships may not exceed \$1,000 per academic year.

Contact the host institution's financial aid office by February 1st each year for information about other forms and sources of financial aid that may be available.

Section VI: Taxation

If benefits are provided for a person who is not the lawful spouse or the dependent child of an eligible employee (i.e., registered domestic partners and children of registered domestic partnership), tuition remission will be considered taxable income. The eligible employee is to notify the College so the amount of the benefit will be reported as taxable income to the Internal Revenue Service and applicable state authorities.

For these purposes, the term "dependent child" means a son, stepson, daughter or stepdaughter of the eligible employee, over one-half of whose support for the year comes from any combination of: (i) the eligible employee and his/her spouse; or (ii) the child's other parent and such other parent's spouse if the eligible employee and such other parent are divorced.