

**Calvin College  
Dependent Child Tuition Waiver  
Plan Document**

**Summary**

Calvin College offers a tuition waiver program that provides for a waiver of up to 80 percent of Calvin College tuition. The plan is available to all Calvin College employees and to employees of long-term contracted affiliates of the college (eg. Creative Dining Services) during their years of employment. All questions regarding eligibility should be directed to the Director of Human Resources. Questions regarding calculation of the waiver and coordination of scholarships and grants should be directed to the Office of Admissions and Financial Aid.

**Employment Eligibility Requirements**

To be eligible for the dependent child tuition waiver the following employment requirements must be met.

1. The employee must be a regular full-time (at least .75 FTE) faculty or staff member of the college or a full-time (at least .75 FTE) employee of long term contracted affiliates of the college.
2. Faculty members in tenure track positions and administrators in positions that are classified as a grade 6 or higher will be immediately eligible for the maximum waiver of 80% of full tuition. The amount will be prorated for employees in positions that are below 1.0 FTE but greater than or equal to .75 FTE.
3. Faculty members in non-tenure track positions, staff in positions that are classified as a grade of 5 or lower, and employees of long term contracted affiliates of the college will be vested in the plan at 20% for each year of employment. After 5 years of employment they will be eligible for the maximum waiver of 80%. The amount of the waiver will be prorated for those in positions that are below 1.0 FTE but greater than or equal to .75 FTE.
4. The benefit will apply to children of a deceased employee for a limited period of time. If the student is eligible for the waiver while the death occurs 1) during the academic year, (s)he continues to be eligible for the remainder of that academic year and for the following summer, but not for succeeding summers or academic years, 2) during the summer, (s)he continues to be eligible for the remainder of that summer and for the following academic year, but not for succeeding summers or academic years.

**Student Eligibility Requirements**

To be considered for a tuition waiver, the following requirements must be met.

1. The student must be enrolled as an undergraduate or post baccalaureate student taking undergraduate courses during the academic year or summer sessions.
2. The student must be a child of a qualifying college employee or a qualifying employee of a long-term contracted affiliate of the college. The benefit applies to a stepchild if the student receives more than 50% of their support from the eligible parent and her/his spouse.
3. The student must be less than 24 years of age as of January 1 of the academic year during which the waiver is received.
4. The student must be enrolled in courses offered and taught on campus by faculty appointed by the college or in enrolled in a Calvin sponsored off campus program. These programs include Study in Spain, Hungary, China, Ghana, Honduras, New Mexico, Britain, Netherlands, Washington D.C. and France. The limit of the waiver for these programs is the same as the maximum dollar amount for full-time students on campus. Other off campus programs do not qualify for the waiver.

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5. The benefit applies to married children of eligible employees for a limited period of time.
  - a. If a student eligible for the waiver marries during the academic year, (s)he continues to be eligible for the remainder of that academic year and for the following summer, but not for succeeding summers or academic years.
  - b. If a student eligible for the waiver marries during the summer, (s)he continues to be eligible for the remainder of that summer and for the following academic year provided that the faculty or staff member has completed a FAFSA application for this student as a dependent for the following academic year. The student would not receive the waiver for succeeding summers or academic years.
6. High school students dually enrolled at Calvin College are not eligible for the Dependent Child Tuition Waiver.

**Limitations of Waiver Amounts**

1. A student must apply for federal grants, state scholarships and grants, and other outside scholarships for which (s)he may be eligible. Waiver recipients may also be eligible for other college aid, such as the Denominational Grant and Calvin-awarded scholarships, if they meet the eligibility requirements for these programs. There are, however, limitations that will affect some students.

**For all students** - the total of all scholarships and grants, including outside awards, is limited to the cost of tuition, room, board, and books.

**For tuition waiver recipients** - the total of all Calvin scholarships and grants may not exceed the cost of tuition. This includes named and departmental scholarships administered by Calvin as well as the general college scholarships.

**For recipients of Michigan Competitive Scholarships and Tuition Grants** - the total of all scholarships and grants from all sources may not exceed need by more than \$300. In some cases, the state award may replace part of the waiver if the student does not have enough need to receive both. In no case however, will a student's waiver and state award combined be less than the waiver the student would receive if (s)he were not eligible for a state award.

2. In all cases, students will be granted the maximum aid they are eligible for within the limitations listed above.
3. The waiver will be calculated initially based on assumed full-time enrollment. Adjustments will be made later for students not enrolled on a full time basis.