

# Tuition Grant Program Description

## Overview

Dartmouth College encourages employees to increase their knowledge and skills by taking courses toward completion of a degree or to enhance their knowledge of a subject area. The Tuition Grant Program is one way the College supports such educational activities. This program pays for Dartmouth tuition to eligible employees for educational courses that meet the criteria as outlined below.

## Employee Eligibility

The program is available to benefits eligible employees who are actively at work for one year of continuous regular employment. Participants who separate from Dartmouth College for any reason prior to the completion of an approved course will not be eligible.

## Eligible Courses

To be eligible for the Tuition Grant Program, a course must meet the following criteria:

- begin after the date the employee meets the requirements for eligibility
- be relevant to a current or future job

Courses offered through seminars or certificate programs are not eligible for this program.

- Enrollment in courses offered by the Thayer School of Engineering and Tuck School of Business are limited to two courses in a five-year period and tuition grants are not offered to Thayer and Tuck matriculated students.
- Tuition grant benefits provide \$5,250 of tuition support towards the Geisel Master of Public Health (MPH) degree per calendar year, with a cap of \$15,750 total benefit for this program.
- The graduate program in Quantitative Biomedical Sciences (QBS) will allow eligible employees to obtain its MS degree using the tuition grant program on a part-time basis taking 1 unit's worth of coursework per term.
- Undergraduate courses will receive a tuition grant for one course per term for full-time employees; pro-rated for less than full-time; 50% for spouses.
- Graduate courses (other than Thayer, Tuck, the MPH degree, and the QBS degree) will receive tuition grant in aid for one course per term in a calendar year for full-time employees; pro-rated for less than full-time; 50% for spouses.

## Amount of Tuition and Eligible Expenses

Tuition is granted by the College and pro-rated for part-time employees. Undergraduate tuition is tax free. Tuition for graduate courses is taxable when the benefit exceeds \$5,250 per calendar year. Tuition is available for spouses, as noted above, and are 100% taxable to the employee. No other expenses, such as books or registration fees, are covered under the Tuition Grant Program.

## **Process for Application and Approval**

Interested employees must submit the following documents to the Program Manager in the Office of Human Resources prior to the start of the course:

- A completed [\*Employee Status Verification Form\*](#)
- Copy of current Position Description
- Copy of the course description
- A completed [\*Graduate Tuition Benefits Form\*](#), if taking a graduate-level course

Forms and FAQ's can be found at <http://www.dartmouth.edu/~hrs/profldev/tap.html#grantinaid>

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