

**JEFFERSON  
DEPENDENT SCHOLARSHIP PROGRAM**

**July 1, 2011**

Jefferson will provide scholarship awards for dependent children of regular full time faculty and senior administrative staff who participate in the Faculty/Senior Administrators' benefit program. The award may be applied only to undergraduate tuition, room and board, books, required laptop computers, activity and lab fees.

For fiscal year July 1, 2011 - June 30, 2012 and for future fiscal years, the amount of the dependent scholarship award will be equal to fifty percent (50%) of the Jefferson School of Health Professions comprehensive undergraduate tuition which, for the current fiscal year, equates to \$13,787.50 per each eligible dependent child.

**ELIGIBILITY**

Participants become eligible as of the first academic term after the hire date or job re-classification date of the faculty member or senior administrator. If a new employee begins participation in this program during the fiscal year, a pro-rata allowance is provided based on eligible expenses. For example, if an employee is hired after the fall semester begins, the first academic period following the hire date will be considered the second half of the school year and the participant will be entitled to 1/2 of the award amount for that fiscal year. Dependent Scholarship benefits will be paid for a maximum of eight semesters or the equivalent of four academic years.

Dependent students must be enrolled in a college/university or school of nursing undergraduate degree program accredited by the Council for Higher Education Accreditation (CHEA) and must be an unmarried dependent child (up to age 30) of an eligible faculty member or senior administrative staff member.

Dependent students must complete a minimum of six credits for each fall or spring semester or three credits for each summer semester and remain in good standing as defined by the institution in which enrolled. A copy of the student's grade report must be furnished to the Department of Human Resources for each academic period to be eligible for further scholarship awards.

(OVER)

## **APPLICATION**

Dependent scholarship application forms are available in the Department of Human Resources and online at the Human Resources website. An application is needed for each academic year that a scholarship award is requested or when dependent information changes.

Attach to the application the expenses you have incurred, or expect to pay, such as the following items:

1. An itemized tuition/dormitory bill from the college or university.
2. Apartment lease and canceled checks or receipts. Eligible expenses for off-campus housing include apartment leases, utilities (except telephone) and grocery expenses. An apartment deposit is included if it is not refundable.
3. A copy of the student's grade report for the prior term should also be attached to the application.
4. Other scholarships, grants and/or awards are applied to reduce eligible expenses that would otherwise be reimbursed by this program.

The completed forms and attachments should be sent to the Jefferson Human Resources Service Center, 1st Floor, 833 Chestnut Street.

## **WITHHOLDING TAXES**

For *employees of TJU* who have gross earnings equal to or greater than \$110,000 for the period July 1, 2010 - June 30, 2011, tax withholding for Federal, FICA, State, and City Wage Tax will be made from all scholarship payments. Employees of TJU who have gross earnings for the same period less than \$110,000, the tuition portion of the scholarship payments are subject to tax withholding for State and City Wage tax only.

For *employees of TJUH*, regardless of the amount of gross earnings, all scholarship payments are subject to Federal, FICA, State, and City Wage Tax withholding.

For additional information, please contact Diane Micciche at (215) 503-6785 or via email [diane.micciche@jefferson.edu](mailto:diane.micciche@jefferson.edu)

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