EDUCATIONAL BENEFIT

 (Amended May 12, 1989; March 1, 1996; June 1, 2010)

The purpose of the educational benefit program at Lake Forest College is to assist employees and their dependents in obtaining their first Baccalaureate Degree.

Lake Forest College will contribute toward the costs of college tuition, at colleges and universities other than Lake Forest College, for dependent children of eligible full-time, twelve-month **Professional** staff, and full-time non-teaching faculty, provided professional staff and non-teaching faculty have worked full-time at the College for at least three consecutive years immediately prior to their year of application for the educational benefit. The contribution is the actual cost of tuition up to a maximum of 30% of the College's tuition per fiscal year. This benefit is subject to a three-year review. No contribution will be made to cover costs not included in the comparable charge to other students who attend Lake Forest College. This means that room, board, student insurance, activity fees, and like items are excluded. Payment is made directly to the college or university in which the son or daughter is enrolling once the Business Office has been provided the appropriate billing statement.

Upon completion of three years’ full-time continuous employment, full-time twelve-month **Professional** staff, **Managerial** staff, and full-time non-teaching faculty, their spouses and dependent children will be eligible for the tuition benefit in regular undergraduate classes at Lake Forest College until the first Baccalaureate Degree is obtained or the benefit has been provided for the equivalent of four academic years as a full-time student, whichever time is less.

All use of the educational benefit is limited to four academic years of undergraduate work or until a Baccalaureate Degree has been awarded whichever is less. If such benefit is to be used at Lake Forest College, then the regular admission requirements of the College must be satisfied as a prerequisite to the utilization of this benefit.

Graduate or professional study will not be subsidized for a dependent. At Lake Forest College the dependent will be charged the admission application fee and all other fees charged to full time students. If the dependent elects to be a resident student, room and board will be charged, as with all such students. Appropriate deposits will also be required. **Under no circumstance will the tuition benefit be available beyond the equivalent of four academic years of study. (Tuition benefit to mean either support paid to another college or tuition remission at Lake Forest College.)** Such eligibility is defined as eight semesters or twelve quarters. When a dependent attends more than one institution, his or her remaining eligibility is determined by the proportional sum remaining from the limits defined above.

All benefit users will need to consider carefully whether or not they wish to use this benefit for attendance in summer school. At most institutions the definition of a full-time student during the summer is considerably different than in the academic year. If a dependent who is receiving benefit support at another college or university attends Lake Forest College during the summer, the tuition benefit afforded the attending student will be pro-rated against his/her tuition benefit for the next academic year. (e.g. taking one course will mean the student's tuition benefit for the next academic year will be 7/8 the academic year benefit.)

Employees will be permitted on occasion to enroll in one class during scheduled working hours, but only at times which do not conflict with job responsibilities, subject to department head approval. Employees who audit classes **must** advise the Business Office of their intentions. All time taken off during scheduled working hours must be made-up. To encourage staff members and spouses with a Baccalaureate Degree to enroll in undergraduate courses at Lake Forest College, the audit benefit will be provided such individuals provided space is available in the classes. Private lessons, workshops, tutorials, and independent study are not included, nor is any course work leading to an M.L.S. degree.

The tuition benefit as described above ceases upon retirement of the staff member or upon death, termination, or total disability of the staff member before retirement. However, if death or total disability occurs during an academic year the benefit will continue for the remainder of the academic year. Further, if the staff member has served the College for seven full years as a full-time staff member, children who were claimed as his/her dependents in the taxable year preceding death or total disability and who were in grade 7 or higher at the time of the death or total disability w­ill be eligible for the benefit at Lake Forest College, subject to the same limitati­ons and requirements stated for the tuition benefit to living faculty and Professional staff. In the same way if the staff member has served the College for twenty full years as a full-time staff member, dependent children who were in grade 7 or higher at the time of retirement will be eligible for the benefit at Lake Forest College, subject to the same limitations and requirements stated for the tuition benefit for faculty and staff who are not retired.

Applicants for the Lake Forest College Tuition benefit must apply for all federal and state grant assistance. This is done by completing the Free Application for Federal Student Aid (FAFSA). This application can be obtained from the Financial Aid Office.

If a student is eligible for any federal, state or private foundation grant or scholarship assistance, the amount of this assistance will be subtracted from the tuition benefit. If a student is eligible for a Lake Forest College scholarship, the amount of this scholarship will be subtracted from the benefit. In no case can the total amount of aid a student receives from all grant and scholarship sources exceed the total amount of Lake Forest College tuition and fees. **Exceptions to this policy are rare and are only in the case of outside scholarships whose benefactor mandates other terms**.

The staff member will be required to certify, in writing, that the son, daughter or spouse was claimed as a dependent for the taxable year prior to the term of enrollment and will be claimed in the calendar years in which enrollment takes place. Eligible employees of the College will be asked to submit the appropriate 1040 form for verification of eligibility.

Applications for this benefit are due by March 1 each year.

ACM TUITION REMISSION EXCHANGE PROGRAM (TREP)

Upon completion of three years’ full-time continuous employment, a professional staff, managerial staff, or non-teaching faculty member dependent children will be eligible to participate in the ACM TREP Program. This program is a tuition exchange program with other ACM institutions. All educational benefit requirements given above apply. Interested applicants must obtain a “Certificate of Eligibility” form from the Business Office. This certificate plus a $25 fee must be mailed to the ACM TREP Coordinator at the ACM office. Applications for admission are submitted in the usual manner. Neither admission nor participation is guaranteed. See the Vice President for Finance and Planning for further information.

This three-year waiting period does not apply to professional staff, managerial staff or non-teaching faculty hired prior to June 1, 2010.