

# Memorandum

**To:** Full-Time Faculty and Staff

**From:** Jim Ables, Director, Human Resources

**Date:** January 29, 2008

**Re:** Faculty/Staff Dependent Tuition Benefit - 2008-2009 and 2009-2010

The faculty/staff tuition benefit for eligible dependent children is available to members of the faculty, administrative staff, and supportive operating staff who have completed one year of continuous full-time employment for attendance at Denison or a GLCA school, or two years of continuous full-time employment to qualify for the tuition assistance elsewhere program. If you meet these requirements and have dependent children who plan to attend college in 2008-09, we need your assistance.

Please list below the names of your dependent children who plan to attend a 4-year accredited institution, including Denison, under our dependent tuition benefit program in 2008-09. Dependent children (including children identified in an Affidavit of Same-Sex Domestic Partnership) are defined as son, daughter, stepson, stepdaughter, legally adopted child of employee, or foster child (living with the employee the entire year and providing the employee has been declared legal guardian and is providing 50% support). Unless a decree of divorce, decree of dissolution of marriage, decree of separate maintenance, or the law provides to the contrary, dependent children must be claimed as dependents on the employee's federal income tax return. *In order to include the estimated charges into next year's budget, please complete and return this form to me by February 11, 2008.* If your student hasn't reached a final decision at this time, supply your best estimate.

If you list your student as planning to attend a GLCA college for the first time, I have enclosed a list on the back side of this memo of the eligible schools and the addresses of their Admissions Department. An application is *required every year* that your student is participating in the GLCA Exchange Program. Applications are available in our office.

<u>Dependent's Name</u>	<u>College or University</u>	<u>Class Year in 2008-09</u> <small>(First Year, Sophomore, Junior, or Senior)</small>
_____	_____	_____
_____	_____	_____

Please also list the names of dependents who are juniors in high school (prospective 2009-10 FY student).

Dependent's Name(s)

**Questions about the operation of the TRE program should be directed to the TRE officer where the student's parent is employed.**

INSTITUTION	ADDITIONAL FEES CHARGED OTHER THAN ROOM AND BOARD	OFF-CAMPUS PROGRAMS ALLOWED UNDER TRE PROGRAM	CONTACT PERSON
Albion	TRE Participation fee Matriculation fee, Yearbook fee Student Senate Activity fee Special Course fees, Health Care fee	None	Lori Duff 517.629.0222 lduff@albion.edu
Antioch	TRE Participation fee Facilities fee Community Government fee	None	Donna Evans 937.769.1087 devans@antioch-college.edu
Beloit	TRE Participation fee \$200 fee	None	Jon Urish 608.363.2500 urishj@beloit.edu
Denison	TRE Participation fee Activity fee Healthcare fee	Oak Ridge Science Semester	James Ables 740.587.6239 ables@denison.edu
DePauw	TRE Participation fee Health Service fee Student Activity fee Social Center fee	DePauw and GLCA-recognized programs	Susan Hacker 765.658.4179 susanhacker@depauw.edu
Earlham	TRE Participation fee Activities fee, May term fees Facilities fee Special Course fees	Earlham and GLCA-recognized programs	Cherie B. Dolehanty 765.983.1628 dolehch@earlham.edu
Grinnell	TRE Participation fee Student Activity fee Facilities fee, Health fee	Grinnell in London program	James R. Mulholland 641.269.3500 mulholla@grinnell.edu
Hope	TRE Participation fee Activity fee Special Course fee	Philadelphia Center and the Washington Semester	Lori Mulder 616.395.7817 mulderl@hope.edu
Kalamazoo	TRE Participation fee Matriculation fee Special Course fee	Contact Laura Anderson	Laura Anderson 269.337.7248 landers@kzoo.edu
Kenyon	TRE Participation fee Health and Counseling fee Student Activities fee	None	Shirley O'Brien 740.427.5337 obriens@kenyon.edu
Oberlin	TRE Participation fee Activity fee	Contact Jeanie Watling	Donna Baxter 440.775.8430 Jeanie.watling@oberlin.edu
Ohio Wesleyan	TRE Participation fee	None	Carla Reed 740.368.3371 cmreed@owu.edu
Wabash	TRE Participation fee Activity fee	None	Cathy Metz 765.361.6418 <a href="mailto:metzc@wabash.edu">metzc@wabash.edu</a>
Wittenberg	TRE Participation fee Activity fee	None	<a href="http://www.wittenberg.edu/">http://www.wittenberg.edu/</a>
Wooster	None	Any Wooster approved program	Carol Rakoczy 330.263.2016 <a href="mailto:crakoczy@wooster.edu">crakoczy@wooster.edu</a>