Academic Year 2022 – 2023
Dependent Education
Benefits Workshop
Goals of this Workshop

- Familiarize you with the educational benefits for dependent children
- Review where to find program information
- Review the administrative process
OVERVIEW
American University offers educational benefits for dependent children including:

• **AU Dependent Tuition Scholarship** – tuition remission for full-time regular or provisional enrollment in a degree program at American University or the Wesley Theological Seminary. Provisional status is only covered for 1 year; at the end of that year the child must be considered a full-time student in a degree program in order to continue the benefit.

• **Tuition Exchange** – tuition remission at another institution participating in the Tuition Exchange, Inc. scholarship program

• **Cash Grants** – Grants of $725 per semester, $1,450 per academic year (fall and spring semesters only) available dependent children to faculty and staff hired before July 1, 1995 and employed continuously since in a full-time position
ELIGIBILITY
Employee:
• Must be a full-time faculty/staff member; and
• Have at least two years of full-time, continuous employment with the University as of September 30 for Fall enrollment, or January 31 for Spring enrollment.

Dependent Student:
• Will be enrolled as a full-time student in a program leading to a generally recognized degree;
• Initiated full-time study prior to their 21st birthday;
• Qualify as a tax-eligible dependent, per IRS guidelines.

Eligible dependent of either parent; adopted child(ren) or in the process of being adopted; or children who you hold financial responsibility, and for whom you have been appointed legal guardian.
Log onto the myAU portal and go to the myBenefits site.

- Work@AU > myBenefits
Educational Benefits at American University
AU Dependent Tuition Scholarship

DEPENDENT CHILD EDUCATIONAL BENEFITS

EDUCATIONAL BENEFITS FOR DEPENDENT CHILDREN: APPLICATION FORM

EDUCATIONAL BENEFITS DEADLINES
• Plan #1 - AU Dependent Tuition Scholarship: June 1
• Plan #2 - Tuition Exchange, Inc., Scholarship November 1
• Plan #3 - Cash Grant: January 1 (Spring semester); August 1 (Fall semester)

Please be sure that you read the application closely to ensure that the process goes smoothly and that your student account is credited properly. Questions? Call the Benefits Team at x3400 or email Au tuitionbenefits@american.edu.

Once you complete your application, click Submit to submit your application to Human Resources. If you wish to save your application without submitting it to Human Resources, click Save as Draft.

Start a new application
Educational Benefits at American University
AU Dependent Tuition Scholarship

Application for Dependent Child Educational Benefits
Dependent Child Application Procedures

You must complete the Educational Benefits for Children Application every semester or year for which benefits are requested.

Which benefit are you applying for?

- Plan #1 AU Dependent Tuition Scholarship
- Plan #2 Tuition Exchange Scholarship
- Plan #3 Cash Grant

PLAN #1 - AU DEPENDENT TUITION SCHOLARSHIP

* ALL FIELDS ARE REQUIRED

The application must be completed by June 1 for every academic year for which benefits are requested.

A nonrefundable $50 fee is charged for each eligible child for each term (fall, spring, and summer).

I have read the Educational Benefits for Children policies in the Faculty/Staff Benefits Manual.

Next

Previous
Educational Benefits at American University
AU Dependent Tuition Scholarship

AU Educational Benefits for Dependent Children
Plan #1 - AU Dependent Tuition Scholarship

EMPLOYEE INFORMATION
Employee Name:
Employee AU ID:

STUDENT INFORMATION
Student Name:
This is
Initial Application
Renewal Application
Currently attends a College/University and is receiving an AU educational benefit
Upcoming year in College:
Degree sought:
Student Last 4 digits of SSN:
Student Date of Birth:
Student AU ID:
(Student Last 4 digits of Student AU ID)
Academic Year:
Fall:
Spring:

Employee signature:
Date:

Previous  Review  Submit
Plan #1: AU Tuition Scholarship

• Scholarship for tuition at American University

• Student must be accepted to the University.

Please note: The office of undergraduate admissions will waive the application fee and the enrollment deposit for all qualifying dependents applying for undergraduate admissions at American University. If you have any questions about the admissions process please contact Undergraduate Admissions at 202-885-6000 or admissions@american.edu

• Full tuition coverage for 4 academic years or 8 semesters

• Includes 2 summer courses during each academic year

• Application due by June 1, submitted each year
Plan #2: Tuition Exchange Scholarship

- **Competitive** scholarship for tuition at colleges and universities participating in the Tuition Exchange network
- 660+ member schools
- Annual set rate coverage for 4 academic years
Plan #2: Tuition Exchange Scholarship

• Apply directly through the Tuition Exchange website: http://www.tuitionexchange.org/
Plan #2: Tuition Exchange Scholarship

- Research requirements set by each school of interest
- Families > Tuition Exchange Member Schools – List of all participating schools

**Participating Schools**

- United Arab Emirates
  - American University Sharjah - UAE

- Brazil
  - Federal University of Minas Gerais - MG

- Greece
  - American College of Greece - GR

- Canada
  - Field University College at Western University - ON

- Kentucky (continued)
  - University of the Cumberlands - KY
  - Lindsey Wilson College - KY

- Louisiana
  - Centenary College - LA
  - LSU - LA

- Maine
  - Maine College of Art - ME
  - Saint Joseph College of Maine - ME

- North Carolina (continued)
  - Wingate University - NC

- Ohio
  - Ashland University - OH
  - Ashland University - OH
  - Baldwin Wallace University - OH

- South Carolina
  - University of South Carolina - SC

- United States (continued)
  - California State University Fullerton - CA
  - College of the Canyons - CA
  - College of the Canyons - CA
Plan #2: Tuition Exchange Scholarship

- Research requirements set by each school of interest
- Families > Tuition Exchange School Search – Search by criteria
Plan #2: Tuition Exchange Scholarship

- Research requirements set by each school of interest
- Families > Tuition Exchange School Search – Excerpt for State Search (PA)
Plan #2: Tuition Exchange Scholarship

- Research requirements set by each school of interest
- Families > Tuition Exchange School Search > Overview Information Example
Tuition Exchange Application

- Apply via the tuition exchange website
- Choose up to 10 schools per application
- Scholarship is contingent upon regular admission to each school
- Deadline for first year application is November 1
- No need to reapply for future years (administration is coordinated by AU benefits team and the tuition exchange school)
- Schools often require families to submit the Free Application for Federal Student Aid (FAFSA). The FAFSA is a free application and is available for annual submission beginning October 1.

Be sure to research each school’s eligibility criteria and requirements/restrictions
Plan #3: Cash Grants

- Awarded to eligible dependent children of faculty and staff hired before July 1, 1995
- Can be used at universities not in tuition exchange or not American University
- Awarded for 4 academic years or 8 semesters
- Must submit online application and the tuition bill for the semester
- Checks will be made out to the dependent’s university
- Application due by August 1, for fall semester and by January 1, for spring semester
DEADLINES, ACADEMIC YEAR 2022-23:
• Tuition Exchange (first year) – November 1, 2021 ($40,000 set rate)
• AU Tuition Scholarship – June 1, 2022
• Fall 2022 Cash Grant – August 1, 2022 (with Invoice)
• Spring 2023 Cash Grant – January 1, 2023 (with Invoice)

DEADLINES, ACADEMIC YEAR 2023-24:
• Tuition Exchange (first year) – November 1, 2022 ($41,000 set rate)
• AU Tuition Scholarship – June 1, 2023
• Fall 2023 Cash Grant – August 1, 2023 (with Invoice)
• Spring 2024 Cash Grant – January 1, 2024 (with Invoice)
Multiple Employed Parents/Guardians:
• If two members of the same family are employed by the university, the maximum educational benefit available for each eligible child is the same benefit that would have been provided if only one person were employed by AU.

Study abroad programs:
• The tuition portion of study abroad programs may be covered. Be sure to discuss with the Benefits Team (at AU) or the Tuition Exchange Liaison Officer (for Tuition Exchange) before registering.

Graduate Education:
• If your child has not used all 8 semesters/4 academic years of educational benefits, they are permitted to apply the remaining semesters towards full-time study for a graduate or professional degree at AU. Note that graduate tuition is considered fully taxable to you. The maximum unused graduate study allowance for each dependent child is two academic years or four semesters.
Mandatory Student Health Insurance [https://www.american.edu/aucentral/]:
• If your dependent is covered on your health insurance with American University or through a spouse’s health insurance that provides comparable coverage to the AU Student Health Insurance Plan, you may be eligible to waive the student health insurance fee. Waiver instructions will be sent to students in the spring every academic year of enrollment.

HR Website [https://www.american.edu/hr/benefits/education/dependent-children.cfm]:
• Information on dependent children education benefits can be found on the HR website
WHAT IS TAXABLE?
Per IRS regulations, graduate-level education received as a benefit of employment is considered to be taxable.

WHEN ARE THESE TAXES APPLIED?
Taxable Tuition is applied during the semester in which the employee (dependent) receives the benefit:

• Spring: February, March and April
• Summer: June, July and August
• Fall: October, November and December

For biweekly employees, taxation will begin with the first paycheck that you receive in the scheduled month.
CONTACT INFORMATION

HR Benefits Team
hrpayrollhelp@american.edu
x3836
QUESTIONS?