Calvin College
Dependent Child Tuition Exchange
Plan Document

Summary

Calvin College and Calvin Theological Seminary, in partnership, offer a dependent tuition exchange program that provides a waiver of up to 60 percent of Calvin Seminary tuition for eligible College faculty and staff. The plan is available to all Calvin College employees during their years of employment. All questions regarding employee eligibility should be directed to the Calvin College Office of Human Resources. Questions regarding calculation of the tuition exchange waiver and coordination of scholarships and grants should be directed to the Calvin Seminary Office of Financial Aid.

Employment Eligibility Requirements

To be eligible for the tuition exchange waiver, the employee must meet the following employment requirements:

1. The employee must be a regular full-time (at least .75 FTE) faculty or staff member of the College or a long term contracted affiliate of the College.

2. Faculty members in tenure track positions and administrators in positions that are classified grade 6 or higher will be immediately eligible for the maximum exchange waiver of 60% of Calvin Seminary tuition. The amount of the exchange waiver will be prorated for employees in positions that are below 1.0 FTE but greater than or equal to .75 FTE.

3. Faculty members in non-tenure track positions and staff in positions that are classified as grade 5 or lower will be vested in the plan at 20% for each year of employment. After 5 years of employment they will be eligible for the maximum exchange waiver of 60% of Calvin Seminary tuition. The amount of the exchange waiver will be prorated for those in positions that are below 1.0 FTE but greater than or equal to .75 FTE.

4. The exchange waiver may be offered to children of a deceased employee for a limited period of time. If the student is eligible for the exchange waiver while the death occurs 1) during the academic year, (s)he continues to be eligible for the remainder of that academic year and for the following summer, but not for succeeding summers or academic years, 2) during the summer, (s)he continues to be eligible for the remainder of that summer and for the following academic year, but not for succeeding summers or academic years.

Student Eligibility Requirements

To be eligible for the tuition exchange waiver, the student must meet the following requirements:

1. The student must be enrolled at Calvin Theological Seminary as a graduate student having completed a Bachelors Degree and any other requirements of their selected program of study.

2. The student must be a dependent or independent child of a qualifying Calvin College employee as defined by the College’s Office of Human Resources.
3. The student must be less than 30 years of age as of January 1 of the academic year during which the exchange waiver is received.

4. The student must be enrolled in courses offered and taught on campus by faculty appointed by the Seminary, enrolled in a Seminary sponsored off campus program, or enrolled in the Seminary Distance Education program. Limitations of the Exchange Waiver as listed below apply to students studying in Calvin Seminary sponsored off campus programs.

5. Married children of eligible Calvin College employees may remain eligible for the exchange waiver.

**Limitations of the Exchange Waiver**

1. The Student must apply for outside scholarships for which (s)he may be eligible, such as aid from a church, classis or presbytery. Exchange Waiver recipients may also be eligible for other Seminary aid, such as Calvin Seminary-awarded scholarships, the Institutional Loan Program and federal loans.

   **For all students** - the total of all scholarships and grants, including outside awards, is limited to the cost of tuition, fees, room, board, and books.

   **For tuition exchange waiver recipients** - the total of all Calvin Seminary scholarships and grants may not exceed the cost of tuition. This includes the exchange waiver, as well as named scholarships administered by Calvin Seminary.

2. In all cases, students will be granted the maximum aid they are eligible for within the limitations listed above.

3. The waiver will be calculated initially based on assumed full-time enrollment and on the tuition owed before any other aid is applied. Adjustments will be made later for students not enrolled on a full time basis.