

**CALIFORNIA INSTITUTE OF TECHNOLOGY  
STAFF PERSONNEL MEMORANDA**

<b>Subject:</b> <b>Tuition Exemption Program for Children of Employees</b>	<b>Memo No. 15-18</b> <b>Pages: 2</b> <b>Date: July 23, 2024</b>
<b>Approved by:</b> Julia M. McCallin, Associate Vice President for Human Resources, Chief Human Resources Officer	

(This supersedes Memo No. 15-18, dated December 4, 2006)

**1.0 Policy**

It is Institute policy to waive the tuitions for employees' children who are enrolled in a baccalaureate program at Caltech.

**2.0 Eligible Children Definitions**

An eligible child is a child who is described in one of the following categories of children of an eligible employee:

- 2.1 Biological children.
- 2.2 Legally adopted children.
- 2.3 Stepchildren who live at the same address as the eligible employee.
- 2.4 Foster children who live at the same address as the eligible employee, or who are supported primarily by the employee for a minimum of two years immediately prior to enrollment at the Institute.
- 2.5 Children of the Domestic Partner of an eligible employee (as defined by the domestic partner benefits policy available from the Benefits Office).

**3.0 Employment Qualification and Requirements**

- 3.1 An eligible employee is a full-time, benefits-based employee who has fulfilled the employment introductory period at the Institute.
- 3.2 Eligibility will continue during an employee's approved leave of absence. However, eligibility will cease at the end of the school term if the employee is on a leave of absence without pay.
- 3.3 Eligibility will continue if the employee retires under an established Institute retirement plan.

- 3.4 In the event of death of the employee, eligibility will continue for a maximum period of two years from the date of death.
- 3.5 Eligibility will cease immediately if the employee's Caltech employment comes to an end except as provided in 3.4 above.

#### **4.0 Student Qualification and Requirements**

- 4.1 A student must satisfy the regular entrance requirements of the Institute, whether for first-year admission or to one of the upper classes as a transfer student.
- 4.2 A student must maintain standards of scholarship and conduct considered satisfactory by the deans.
- 4.3 A student under this Program is not excluded from consideration of scholarships and financial aid.

#### **5.0 Program Administration**

- 5.1 The administrators for this Program are the Associate Vice President for Human Resources and Chief Human Resources Officer for campus employees and the JPL Director for Human Resources for JPL employees.
- 5.2 Upon a child's acceptance to Caltech, the employee will advise the Program administrator of such acceptance in writing.
- 5.3 The Program administrator will verify eligibility and notify the employee accordingly.
- 5.4 The Program administrator will also advise the Student and Employee Accounts Office and the Financial Aid Office.

#### **6.0 Exceptions**

Exceptions to this policy must be approved by the Associate Vice President for Human Resources and Chief Human Resources Officer for campus employees, or by the Director for Human Resources for employees at JPL, or their designee(s).