

CALIFORNIA INSTITUTE OF TECHNOLOGY

STAFF PERSONNEL MEMORANDA

Subject: Tuition Exemption Program for Children of Employees	Memo No. 15-18 Pages: 2 Date: December 4, 2006
Approved by: Thomas W. Schmitt, Associate Vice President for Human Resources	

(This supersedes Memo No. 15-18, dated December 21, 1984)

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

Eligible children for the Tuition Exemption Program (Program) are defined as those who are:

- 2.1 Natural-born children.
- 2.2 Legally adopted children.
- 2.3 Stepchildren who live at the same address as the employee.
- 2.4 Foster children who live at the same address as the employee, or who are supported primarily by the employee for at least three years immediately prior to enrollment at the Institute.

3.0 Employment Qualification and Requirements

- 3.1 A qualifying employee is a full-time, benefit basis employee who has fulfilled the employment probationary 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 Eligibility will continue in the event of death of the employee.
- 3.5 Eligibility will cease immediately if the employee's Caltech employment comes to an end.

4.0 Student Qualification and Requirements

- 4.1 A student must satisfy the regular entrance requirements of the Institute, whether for admission to the freshman class or to one of the upper classes by transfer from another institution of college rank.
- 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 cash grants awarded to students of high scholastic standing, if a financial need is substantiated.

5.0 Program Administration

- 5.1 The administrators for this Program are the chief human resources officer for campus employees and the JPL director for human resources for JPL employees.
- 5.2 Upon a child's acceptance by the Caltech Admissions Office, 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 the tuition exemption program policy must be approved by the chief human resources officer for campus employees, or by the JPL director for human resources for JPL employees.