



# Scholarship Program for Dependent Children Guidelines

## **Who is eligible?**

Dependent children of UAW-represented FCA US LLC seniority employees pursuing a post-secondary education degree at a two-year or four-year institution accredited by a governmental, national, or regionally recognized agency may apply. Employees must be on active roll. Only one parent/guardian of a dependent child may request a scholarship for the child during the same calendar year.

## **Definition of Dependent**

For the purposes of this program, a dependent must be the child of the FCA US LLC employee, or of an employee's spouse, by birth, legal adoption or legal guardianship.

A dependent child must be unmarried, under the age of 26 and meet Proof of Dependency criteria.

## **Benefit Level**

The Scholarship is limited to an annual benefit award of up to \$1,500 per eligible dependent. The number of scholarships and awarded amounts made available annually will be determined by the UAW-Chrysler National Training Center, as amounts may vary based upon available funding and number of applications received.

## **Scholarship Amount**

The program will reimburse eligible active UAW-represented FCA US LLC seniority employees making application for tuition and/or compulsory fees following the UAW-Chrysler National Training Center's receipt of:

- signed application
- proof of satisfactory completion of semester course work
- proof of dependency
- proof of payment (***Including Account Summary Document***)

## **Acceptable Proof of Completion of Course Work**

Applicants must provide a grade report from the post-secondary educational institution detailing the name of the school, dependent's name, course(s) taken and final passing grade(s) achieved. Grade documents must include term or semester dates/year (only one semester may be requested per application).

Tuition for courses that are dropped, withdrawn, failed, or not completed satisfactorily, will not be reimbursed and fees will be reduced proportionately based on the number of courses included in the scholarship request.

### **Acceptable Proof of Dependency**

Eligible UAW-represented FCA US LLC seniority employees who apply must provide:

#### **Child**

- Birth certificate/hospital record showing the child's parent(s)

#### **Stepchild**

- Marriage license of employee, inclusive of spouse's name and birth certificate of the dependent listing employee's spouse as parent.

#### **Legal Adoption**

- Court-approved adoption papers (with signature or seal), or
- Adoption Placement Agreement and Petition for Adoption, or
- Court child support order that shows the child's parent(s)

#### **Guardianship**

- Court-approved letters of guardianship (with signature or seal)

**Additional supporting documents concerning proof of dependency may be requested.**

### **Acceptable Proof of Payment**

Applicants must provide an official receipt from the post-secondary educational institution detailing the name of the school, dependent's name, degree, course(s) taken, cost of the course(s) taken identifying tuition amount and form of payment paid to the institution for applicable course dates. Tuition and fees covered by grants or scholarships are not considered out-of-pocket funds. Proof of payment **must** include all tuition, fees, payments, financial aid (e.g. grants, scholarships, loans, pre-paid tuition programs, etc.)

Applicable information should be located on dependent's student portal.

### **Application Process**

Applications for reimbursement can be accessed through Dashboard under Development (Tuition Assistance Plan is located on the lower left side of page). After submission of online request an email will be generated to applicant's email address on record with application attached.

### **Document Submissions:**

**All documents must be turned in to your Local TAP Representative. Any applications submitted directly to the TAP office will be returned to the sender.**

Please use caution when submitting documents to your Local TAP Representative to ensure the application is signed and all **copies** are legible. Documents will **not** be returned. Missing or illegible documents may cause a delay in processing or the denial of your application. *(Faxed or emailed documents will not be accepted.)*

### **Enrollment Period**

**The enrollment period to submit an application is February 7, 2020 through May 3, 2020. Signed applications and supporting documents must be received no later than May 8, 2020. Late submissions will not be accepted.**

### **School Eligibility**

All educational institutions must be approved by the UAW-Chrysler TAP Department. The schools must be accredited by a governmental, national or regionally recognized agency.

### **What is Eligible**

Requests for reimbursement under the Scholarship Program for Dependent Children are restricted to tuition and/or compulsory fees for courses with terms beginning and ending in the 2019 calendar year. Courses must be completed prior to application submission.

### **Approval Process**

All applications will be reviewed for approved institution, employee and dependent eligibility by Local & NTC TAP Program Representatives. Program representatives may request additional supporting documentation for audit purposes.

If your application is denied, you will receive an email from the TAP department providing explanation.

### **Payment Process**

Payments will be made through **ePay**. After final review of all applications have been completed, an email will be sent to all employees detailing the final approved amount, payment details and projected payment date.

### **Applicable Taxes**

**Under IRS Guidelines, reimbursements under the UAW-Chrysler Scholarship Program for Dependent Children are subject to applicable federal, state and local income tax provisions. The required deductions will be made at the time the reimbursement is paid.**

**The number of scholarships and awarded amounts made available annually will be determined by the UAW-Chrysler National Training Center, in accordance with the UAW-FCA US LLC 2019 National Agreement (M-9).**

The National Training Center has the authority and discretion to interpret the terms of the Plan under the provisions of the Memorandum of Understanding on Joint Activities (M-9). This authority includes, but is not limited to, the authority and discretion to approve schools and courses under the Plan, and to issue guidelines interpreting the Plan.