TUITION GRANT-IN-AID POLICY

The purpose of this memorandum is to set forth the policy and procedures governing scholarship and fellowship tuition grant-in-aid to children of eligible faculty and senior executives of Mount Sinai School of Medicine and The Mount Sinai Hospital as amended and effective January 1, 2009.

I. Eligibility - Eligibility to participate in this program shall be limited to “faculty and senior executives” as described below:

A. full-time, salaried faculty with rank of Professor or Associate Professor whose principal duties are on behalf of Mount Sinai at its main campus or at The Mount Sinai Hospital of Queens, Mount Sinai Services at Elmhurst Hospital Center and Queens Hospital Center, the Bronx Veterans Administration Medical Center, or any other locations designated by the Boards of Trustees (collectively, the “Locations”);

B. Department Chairs at Mount Sinai School of Medicine;

C. full-time salaried Deans and Associate Deans;

D. full-time salaried Senior Executive staff; (Vice Presidents and above) and

E. deceased full-time faculty, with the rank of Associate Professor or higher and Associate Dean or higher at the time of death, whose principal duties were carried out at the Locations

Grants will be awarded only for educational support of natural or legally adopted children (the “Student”) of eligible faculty or senior executives. The Student must be enrolled at an accredited institution pursuing a full-time course of study leading to a baccalaureate, masters or doctoral degree.

II. Purpose of Grants - Each grant awarded is intended to cover all or some portion of the student's actual tuition, fees, cost of living expenses (on or off campus), travel and other related incidental expenses.

III. Grants - Amounts and Limits

A. Grants may be requested for more than one child in an eligible family. In a single calendar year, up to two awards may be made for each child; however, the sum of all awards in a year cannot exceed the total annual maximum as set forth below:

1. Each child of a Chairmen and Senior Executive staff are eligible for Grant-In-Aid for an unlimited number of years. Their Grant-In-Aid maximum annual award amount is $13,000.

2. Each child of a Dean and Professor are eligible for Grant-In-Aid for an unlimited number of years. Their Grant-in-Aid maximum annual award amount is $11,000.

3. Each child of an Associate Dean is limited to a maximum of eight grants. This maximum applies to the family as a whole, not to each grantee child. Thus, grants may be provided to one child for eight years, to eight children for one year, or in any other combination aggregating eight grants. The Grant-in-Aid maximum annual award amount is $11,000.

4. Each child of an Associate Professor is limited to a maximum of eight grants. The maximum applies to the family as a whole, not to each grantee child. Thus, grants
may be provided to one child for eight years, to eight children for one year, or in any other combination aggregating eight grants. The Grant-in-Aid maximum annual award amount is $10,000.

Eligible faculty and staff must apply for Grant-in-Aid when a child first qualifies for the program, i.e., when the child enters a degree-granting higher education program on a full-time basis. If a grant application is not submitted at this earliest opportunity, the grant for that child for that calendar year will be forfeited. In the event that a faculty member joins Mount Sinai when his/her child is already a full-time student in a degree-granting higher education program, the application must be submitted in the first year of employment or the grant for that calendar year will be forfeited.

B. If both a husband and wife are eligible under the standards set forth above policy applies:

1. If at least one of the eligible parents is a Chairman, Professor, Dean, or a Senior Executive staff member, the child (ren) is (are) eligible to receive Grant-In-Aid for an unlimited number of years.

   Each child may receive only one grant in any given calendar year, however more than one child may receive a grant in any given calendar year.

2. If both parents are Associate Professors and/or Associate Deans, the following limitations apply:

   The child (ren) is (are) limited to a total of sixteen grants as long as they meet the eligibility requirements. This maximum applies to the family as a whole, not to each grantee child. Thus, grants may be provided to one child for sixteen years, to four children for four years each or any other combination aggregating sixteen grants.

C. The grant shall be paid directly to the eligible faculty member or executive (parent of the eligible child), subject to satisfactory completion of the application procedures outlined in Section IV. The Grant-in-Aid award is included in the faculty/staff member’s paycheck with flat tax rates of 25% Federal, 7.355% State, and 4.00% New York City residents (0.50% for non-residents), in addition to 7.65% FICA (Social Security and Medicare) withheld. The total amount of Grant-in-Aid awarded will be included in the gross income of the Faculty/Senior Executive staff's W-2 statement and will be subject to reporting to the Internal Revenue Service as additional income.

Grants awarded to eligible faculty whose principal duties are on behalf of the Bronx Veterans Administration Medical Center are paid in full by an Accounts Payable check and are subject to reporting to the Internal Revenue Service as income. The necessary 1099 Form is provided at year-end.

IV. Application - Procedure

A. Active Eligible Faculty/Staff

1. Faculty/Senior Executives will obtain the "Application for Grant-in-Aid" (revised 1/09) either from the Benefits Office of the Human Resources Department or on-line at http://www.mssm.edu/forfaculty/policies/benefits_services/grant_in_aid.shtml. The student fully completes Part A and the faculty member/senior executive completes Part B and the President, Dean or appropriate Senior Vice President/Vice President or Chairman completes Part C.
For the maximum applicable award, faculty/senior executives must submit the completed application together with required documentation as described on the application form to the Benefits Office of the Human Resources Department for each semester as follows; unless the annual maximum has been paid already by the following dates:

a. An application to cover expenses incurred in an eligible student’s fall semester of school must be submitted no later than October 15th of that year and will be paid before the end of that same calendar year.

And

b. An application to cover expenses for an eligible student’s spring semester of school must be submitted no later than April 15th of that year and will be paid by June 30 of that same calendar year.

Retroactive grant-in-aid payments for past semesters will not be made.

Grant-In-Aid will be paid out in two installments each calendar year unless the maximum annual amount is exhausted based on expenses claimed during the spring semester.

Faculty/Senior executives hired after the application submission deadlines described in this section will be eligible to apply for Grant-in-Aid in the following semester, i.e., those hired between April 15 and October 15 of a particular year will be eligible to apply for an award for the fall semester of that year, while faculty hired between October 16 of a particular year and April 14 of the following year will be eligible to apply for an award for the spring semester of that following year.

The Benefits Office will review eligibility and then submit the completed application to the Grant-in-Aid Committee for its consideration and review.

B. Survivor(s) of Deceased Faculty

1. When eligible faculty expires during/prior to the time when a child reaches the age of participation, the following steps will be taken.

   a. A letter will be sent to the surviving spouse and/or legal guardian by the Benefits Office describing the Grant-in-Aid Program. The letter will outline the provisions of eligibility and attach a current copy of this Policy. The letter will also request written confirmation of the name(s) and date(s) of birth of the surviving child(ren).

   b. Copies of the letters and any correspondence received will be maintained in a separate file in the Benefits Office of the Human Resources Department.

   c. The Human Resources Administrator/Director will forward copies of all pertinent material to the Chairman of the department of the deceased faculty member.

   d. Grants-in-Aid to eligible children of deceased faculty will be charged against the fringe benefits account.
V. **Processing Procedures**

A. For “Active Eligible Faculty/Senior Executives” - The Benefits Office of the Human Resources Department processes Grant-in-Aid payments. The Grant-in-Aid payment is included in the faculty/staff member’s paycheck. (Please note that the Grant-in-Aid payment is not issued as a separate check).

For “Active Eligible Faculty/Executives” at the Bronx Veterans Administration Hospital – The Benefits Office of the Human Resources Department prepares a check request the and forwards it to Accounts Payable. Accounts Payable generates the check and the check is forwarded to the Benefits Office of the Human Resources Department for distribution to eligible applicant(s).

B. For “Survivor(s) of Deceased Faculty” – The Benefits Office of the Human Resources Department prepares a check request and forwards it to the Accounts Payable Department. Once the Accounts Payable Department generates a check, the Benefits Office sends the check to the eligible applicant(s) or surviving parent.

VI. **Grantee's Obligations**

Upon completion of his/her course of study and the attainment of a degree, the grantee (child) shall be under no obligation to Mount Sinai to either:

A. Repay any part of the grant(s) received, or

B. Perform any services on behalf of Mount Sinai or any of its affiliates.

VII. **Additional Information**

Additional information concerning these grants may be obtained from the Benefits Office of the Human Resources Department, 19 East 98th Street 1st Floor, New York, NY 10029. You may also contact them at 212-241-7045.

VIII. **Additional Eligibility Stipulations effective 7/1/89:**

Eligible faculty/staff who qualify for Long Term Disability in accordance with the terms of the plan in effect at the time will be eligible to receive Grant-in-Aid for their children in accordance with this policy.

*The Mount Sinai School of Medicine reserves the right to eliminate or change the coverage with respect to cost and/or level of benefits in the future.*