



TO: All Eligible Faculty
FROM: Benefits Administration
DATE: March 5, 2018
SUBJECT: TUITION GRANT-IN-AID – Spring 2018

Grant-in-Aid applications for your dependent children are now being accepted for the Spring 2018 semester. Information regarding grant eligibility, grant amounts and limits can be found on-line in the [Grant-in-Aid policy](#)*.

To submit an application, please log into Sinai Central, click “Employee Self Service” and then click “Grant-in-Aid”. Click “New Form” to start your application. **The completed application must be submitted by April 15, 2018.**

The application process requires that you submit documentation from your dependent’s university or college. The documentation should confirm tuition cost and that your dependent is attending full-time for the Spring 2018 semester. Documentation must be submitted electronically at the time you submit your application. ** Sinai Central will not accept your application without supporting documents. Submitting an application without proper documentation will delay its processing. You may track you application in Sinai Central after it has been submitted.

The following is a list of acceptable documents:

- Bursar’s Statement/Summary showing proof of payment for current semester
- Registrar’s Statement/Letter with proof of payment
- Student’s Spring Transcript with proof of payment

Grant-in-Aid will be paid through the regular payroll process. All applicable taxes will be withheld as follows: 25% Federal, 9.62% State, 4.25% for New York City residents, 1.611% for Yonkers residents as well as 7.65% for FICA taxes. (Social Security and Medicare)

Please contact Deangela Webb at 646-605-4620 if you have additional questions.

** Please note that the Board of Trustees has approved changes to the Grant-in-Aid policy effective September 2014, including: grant eligibility is now limited to dependent children only; an age cap of 28 has been implemented for grant recipients; grants will only be awarded for full semesters of study following hire date, i.e., grants will not be awarded if the semester has already begun at the time of hire.*

***Please contact the Mt. Sinai Help Desk at 212-241-4357 if you experience technical issues with Sinai Central.*