



TO: All Eligible Associate Professors and Professors  
FROM: Benefits Administration  
DATE: March 7, 2019  
SUBJECT: TUITION GRANT-IN-AID – Spring 2019

Grant-in-Aid applications for your dependent children are now being accepted for the Spring 2019 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, 2019.**

The application process requires that you submit original 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 2019 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. As evidence of your dependent’s enrollment please provide the following two documents:

- Bursar’s Statement or Bursar’s Summary which confirms tuition and payment [and](#)
- Registrar’s Statement or Student Transcript which confirms full-time enrollment

[Only official school documents with your dependent’s name will be accepted. Letters of intent to attend a school, cancelled checks, bank statements and tax documents will not be accepted. All documents must be legible. Failure to submit the correct documents will delay your receiving the GIA funds. GIA will not be paid for past semesters or for applications received after the application submission deadline.](#)

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 the benefits department 646-605-4620 if you have additional questions.

*\* Effective September 2018, a husband and wife who are both GIA eligible may now apply during the same semester for the same dependent. (See GIA policy for more information)*

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