

**To: All University Employees**  
**From: Maria Force, Human Resources Director**

Please see Tuition Benefit update as indicated below:

- The gradual elimination of the University's 42% traveling tuition assistance was begun on January 1, 2019. This means no recurring or new assistance is available under this plan as of this date unless it meets the limited conditions outlined below.
  1. Dependent family members of employees who are already enrolled in this (42%) assistance plan will be allowed to remain in the plan through the conclusion of the eighth semester.
  2. Dependent family members of employees who have achieved the five or more years of service as of December 31, 2018, **and** who are currently high school seniors with a graduation date of May/June 2019, are eligible to begin participating in the plan. Should these dependents enroll in this plan they will be afforded the full eight semesters.
- Dependent family members of employees who have not yet attained five years of service at Drew are not eligible for the 42% tuition assistance plan. This includes situations where a dependent is presently attending college or will be attending college at any point when the employee achieves five years of service.
- **Importantly**, dependent family members of all Drew employees who attain one year of service or more continue to remain eligible for assistance under the Drew tuition, Tuition Exchange program and the Council of Independent Colleges (CIC)-Tuition Exchange Program. This assistance does not apply to study abroad programs, whether run by Drew or Drew partner institutions.

**The modifications below impact Drew employees affected by the reduction in force whereby their position is being eliminated as follows:**

- Any dependent family member currently attending Drew may complete his or her degree program under the original provisions of the Drew policy.
- Drew's support of dependent family members currently attending a school under the 42% tuition assistance program, the Tuition Exchange program or the CIC-TEP will end at the conclusion of the currently enrolled semester. Should the employee choose to withdraw their dependent from the affected school, the dependent family member will be eligible for tuition relief at Drew immediately following the withdrawal.
- If a former employee or a former employee's spouse is attending Drew, tuition reimbursement will end at the conclusion of the currently enrolled semester.
- If the child of a terminated employee is enrolled at Acorn, the subsidized Drew tuition rate will be extended until August 2020 or until a new management company assumes control, whichever comes first.

**Please contact Drew Human Resources if you have any questions regarding these modifications to our tuition assistance program or if you would like to apply for any of the programs indicated.**