

# Scholarship for Dependent Children Program Guidelines (SFDC)



## **Who is eligible?**

Dependent Children of UAW-represented FCA US LLC seniority employees on active roll and supplemental employees who have actually worked 90 days prior to utilizing these benefits and are eligible during the applicable year. Employees must remain actively working while utilizing SFDC benefits. Dependents pursuing a post-secondary education degree or high school students dual enrolled at a two-year or four-year institution accredited by a governmental, national, or regionally recognized agency may apply.

## **Definition of Dependent**

For the purposes of this program, a dependent must be the child of eligible 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 \$1,600 per eligible dependent. In the event both parents are active UAW-represented employees, the scholarship is limited to \$3,200 per eligible dependent provided out-of-pocket expenses are substantiated for eligibility. The number of scholarships and awarded amounts made available annually will be determined by the Guidelines referenced in the Memorandum of Understanding on FCA-UAW Center for Employee Development, 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 employees making applications for tuition and/or compulsory fees following receipt of:

- Signed application
- Verification of satisfactory completion of semester coursework
- Verification of dependency
- Verification 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, the 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.) Proof of satisfactory completion is defined as passing grades of semester coursework.

### **Acceptable Proof of Dependency**

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

#### **Child**

- Birth certificate/hospital record showing the child's parent(s), or Dependent Beneficiary Statement

#### **Stepchild**

- Marriage license of employee, inclusive of spouse's name and birth certificate of the dependent listing employee's spouse as parent or Dependent Beneficiary Statement

#### **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 billing statement 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 verification of out-of-pocket funds paid to the institution for applicable course dates. Proof of payment must include all tuition, fees, payments, and financial aid (e.g. grants, scholarships, loans, pre-paid tuition programs, etc.) Additional supporting documents concerning out-of-pocket expenses may be requested. Tuition and fees covered by grants or scholarships are not considered out-of-pocket funds.

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

### **Application Process**

Applications for reimbursement can be accessed through The Hub – found under the Work Life Tab – Career & Development – Tuition Assistance Plan during the applicable open enrollment period. 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 for review, no later than **Friday, April 4, 2025**. 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. We highly recommend submitting documents printed or downloaded from your dependent student's portal. For samples of acceptable documents please contact your Local TAP Representative. (Computer screenshots and faxed or emailed documents will not be accepted.)

## **Enrollment Period**

The enrollment period to submit an application is **November 25, 2024 through March 28, 2025**. Late submissions will not be accepted.

## **School Eligibility**

All educational institutions must be approved by the FCA US LLC TAP Program Administrators. Eligible 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 2024 calendar year. Courses must be completed prior to application submission.

## **Approval Process**

All applications will be reviewed for approved institution, verification of out-of-pocket funds, verification of employee and dependent eligibility by TAP Program Administrators. Program Administrators may request additional supporting documentation for audit purposes.

## **Appeal Process**

If your application is denied, you will receive an email from the TAP department providing explanation for denial. Members may appeal the decision to the TAP committee.

## **Payment Process**

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

## **Applicable Taxes**

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

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