



## **MIT Child Care Scholarship Program Fact Sheet**

### **2017-2018**

#### **About the MIT Child Care Scholarship Program**

MIT offers a scholarship program for eligible MIT families with children enrolled in one of MIT's child care centers in Cambridge or Lexington. The program is designed to assist benefits-eligible employees, including postdoctoral associates, and postdoctoral fellows who meet detailed income and eligibility requirements and have a child or children enrolled in a Technology Childcare Center (TCC); Eastgate, Linc, Koch, Stata, or Westgate.

#### **Frequently Asked Questions**

##### **Who is eligible to receive a child care scholarship?**

All benefits-eligible MIT employees (including postdoctoral associates) who work at least 50% time (minimum of 17.5 hours a week) and who have at least one child enrolled at TCC and have a family gross income less than \$140,000 (demonstrated through prior year's tax receipts and pay information), are welcome to apply for a scholarship. For families with more than one child enrolled at TCC, the income cap is raised by \$10,000 for each additional child. For example, the gross income cap for a family with two children at TCC would be \$150,000... three children would be \$160,000, etc. Additionally, to be eligible the MIT parent must be a single parent or have a spouse/domestic partner who is either:

- A graduate student, enrolled full-time at an accredited institution; or
- employed (paid employment) at least half-time (minimum of 20 hours per week); or
- disabled (disability must be certified by a doctor or clinic)

*This benefit is available to MIT employees in the bargaining units represented by the RDTEU and the SOIU; application of this benefit to MIT employees in other bargaining units is subject to further discussion with union representatives for those bargaining units.*

##### **How are scholarship awards decisions made?**

Based on the availability of funds in the current fiscal year, scholarship awards will be made to eligible applicants whose children are enrolled or are enrolling in Technology Childcare Centers. Priority will be given to families who have applied for a scholarship and meet all eligibility criteria, in the following order:

- current scholarship recipients whose children continue to be enrolled at TCC and who continue to meet all eligibility requirements;
- families with children enrolled at TCC receiving only partial funding, due to the unavailability of funds;
- families with children enrolled at TCC receiving no funding, due to the unavailability of funds or previous ineligibility;
- families enrolling at TCC in the order in which scholarship applications are received.

## How much is the scholarship award?

Award amounts are different for each family. The amount of the scholarship award is based on: financial need, which is calculated by subtracting the family's expected contribution from the cost of tuition; the number of days per week the child is enrolled; TCC tuition; and the availability of funds in the scholarship pool.

An "award calculator" is available online to assist families in estimating the amount of their award, visit: <https://childcare.mit.edu/tuition-scholarships/scholarship-calculator>. The calculator is intended for informative purposes only and is not meant to illustrate a guaranteed amount. Any actual award will depend on information provided and verified during the application process.

## When should I apply?

Completed scholarship applications can be submitted once enrollment contracts are returned to TCC, or at any time during your child's enrollment.

## How do I apply?

Child Care Scholarship Program applications are available from TCC. If your child is enrolled in an on-campus center (Eastgate, Koch, Stata or Westgate), please contact TCC at [tccscholarship@mit.edu](mailto:tccscholarship@mit.edu). If your child is enrolled at TCC Linc, please contact the Director, Jocelyn Malloy at (781) 861-3850 or [enrollment.tcc.linc@brighthorizons.com](mailto:enrollment.tcc.linc@brighthorizons.com).

In addition to the completed application form, all applicants must submit the following:

- documentation of previous calendar year income for self and spouse/domestic partner (if applicable)
- **copies of two** current pay stubs (or similar information) for each parent
- estimated income for the scholarship year (9/1/16-8/31/17) for self and spouse/domestic partner (if applicable)
- signed statement regarding the completeness and accuracy of all information

**Only submit completed application form with all required documentation. Incomplete applications will not be reviewed.** In certain cases, other documentation may be needed; staff will contact you if additional information is required. See application form for details. Postdoctoral fellows must also submit an appointment letter with their application, together with documentation of any sources of funding.

## For how long is the award granted?

Full-year awards start on September 1 of the scholarship year and go until August 31 of the following year. If you enroll or withdraw your child mid-year, your scholarship will be prorated accordingly.

## What if my status changes during the Award Period?

If there is a change in status that would affect eligibility or award amount, the scholarship may be changed or discontinued. Examples of a change in status include but are not limited to: discontinuing employment at MIT; increase in income; decreasing the percentage of time you are employed at MIT to less than half-time (causing a loss of benefits-eligibility); change in paid employment status of spouse/partner; withdrawing your child from the center in which he or she is currently enrolled; or reducing the number of days your child is enrolled.

Scholarship recipients who are MIT employees (including postdoctoral associates) are required to inform the MIT Benefits Office of any changes that might affect scholarship eligibility or award amount; scholarship

recipients who are MIT postdoctoral fellows are required to inform the TCC Enrollment Coordinator of such changes.

### **Will I need to reapply every year?**

Yes, all recipients must reapply every year. Recipients will be notified in advance of the reapplication deadline each year.

### **How will I receive the scholarship money?**

Once approved, scholarship recipients are notified in writing of the award amount. Recipients wishing to accept the award must sign and return an acceptance form. After the acceptance form is received [the scholarship money is automatically added to the recipient's paycheck at the end of each month during the award period]. The recipient is responsible for paying TCC the full monthly tuition.

Child Care Scholarships are treated as taxable income. Scholarship recipients will be responsible for the payment of the required taxes. MIT will withhold funds from recipients' MIT paychecks for payment of taxes.

MIT employees may also wish to contact the Benefits Office at 617-253-6151 to speak with a representative regarding a Dependent Care Flexible Spending Account or visit <http://hrweb.mit.edu/benefits/life-events/dependents/childcare-adult-care/dependent-care-fsa>. Questions about taxes should be directed to the Payroll office, 617-253-3337.

### **Where can I find more information about the scholarship program?**

For more information, visit <https://childcare.mit.edu/tuition-scholarships>.

### **Additional Information**

All applications and documents submitted to qualify for the Scholarship Programs will be treated as a confidential personnel file maintained by the Work-Life Center, the Benefits Office, or its authorized agent.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Employees, including postdoctoral associates, should direct questions about the scholarship program to Lakitha Garrett, Benefits Office, (617) 253-6151 or [lgarrett@mit.edu](mailto:lgarrett@mit.edu). Postdoctoral fellows should contact TCC at [tccscholarship@mit.edu](mailto:tccscholarship@mit.edu).

If you have questions about MIT Work-Life resources, including child care referral services or backup child care, please contact the Work-Life Center by calling 617-253-1592 or emailing [worklife@mit.edu](mailto:worklife@mit.edu).