

Please Note: The information provided in this booklet is intended as an overview of the Cornell Children's Tuition Scholarship program. In the case of any discrepancy between the information presented here and the official plan document, the official plan document will govern.

While every attempt has been made to ensure the accuracy of this document, the legal documents, policies, or certificates pertaining to the various benefits prevail in the event of any discrepancy. This booklet does not constitute a legal document. The policies summarized here are subject to change. The language is not intended to create a contract between the university and its faculty and staff.

The university reserves the right to amend, modify, or withdraw in its sole discretion any provision contained herein. Neither this document, nor any of its terms or provisions, constitute a contractual obligation by the university. Policies and benefits for members of collective bargaining units may differ from those described herein. If you belong to a collective bargaining unit, refer to the terms and conditions of your contract for more information.

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Students who have a medical condition that precludes the completion of a standard degree program, should be accorded the opportunity to complete a certificate or diploma that meets their needs and provides educational development in the appropriate setting. Medical documentation from an attending physician is required in order to approve the certificate or diploma program.

The CCTS benefit is not available for:

- Employees of the County Cooperative Extension offices.
- Students working toward a certificate or diploma. (*Please refer to the Board of Trustees Amendments above)

Student employment does not accrue eligibility toward the CCTS benefit.

Eligible Students:

In order to be eligible to receive benefits under the plan, the student must be:

- A natural-born child, or
- An adopted child, or
- A stepchild, or
- A foster child who has been supported by and living in the home of an eligible employee for at least five (5) years prior to applying for CCTS.

Eligible Institutions and Study Programs

To receive the CCTS benefits, the student must be enrolled in a degree program at an institution accredited by the American Council on Education. You may use their online site to see if your student's school is accredited: <http://ope.ed.gov/accreditation/search.aspx>

Cornell Summer/Winter Session and Extramural Courses:

For Cornell Students:

Cornell students may receive benefits for summer/winter courses taken at Cornell, without prior authorization from the school or college granting the Cornell degree. Cornell students may also receive benefits for summer/winter courses taken at another institution. Payments to outside schools are provided at 30% of the outside school's tuition and fees. Summer/winter credits are deducted from undergraduate semesters.

Students Enrolled at Other Institutions:

Students enrolled at other institutions may receive CCTS benefits for summer/winter courses taken at Cornell or another accredited institution. Payments to outside schools are provided at 30% of the outside school's tuition and fees. Summer/winter credits are deducted from the ten semesters of undergraduate study.

Study Abroad:

Any student who wishes to study abroad must submit written authorization from the degree granting institution the student is attending stating that the credits received will be accepted and have the approval of the plan administrator before a CCTS payment can be made.

EMPLOYMENT STATUS CHANGES

Break-in-Service

Should an employee have a break-in-service, benefit levels will be based on the terms of the award in effect on the most recent hire date.

Part-time

An employee hired prior to July 1, 1985 may work at least 20 hours but less than 35 hours per week and receive a prorated tuition payment.

Effective July 1, 2009, full-time employees who have accrued four years of full-time service and move to a part-time position (no less than 20 hours per week) may continue to receive the benefit at the rate they were eligible for as a full-time employee.

Effective December 11, 2014, part-time, benefits eligible employees (20 to 34 hours per week), hired on or after July 1, 1985, are eligible for the CCTS Program if they have worked at Cornell for at least eight years. This is the equivalent of four years of full time service required of full time employees as of July 1, 1985.

Layoff

If you are laid off during a term, the CCTS benefit will be continued through the term in which the layoff commences and continue for one additional academic term.

Resignation or Termination

If you resign or terminate during a term, the CCTS benefit will be continued through the term.

University Leave of Absence

CCTS benefits will be continued until the end of the term in which the leave of absence commences.

Family Medical Leave Act (FMLA)

CCTS benefits will continue while on FMLA

Disability

While on disability, the benefit will continue at the rate received as an active employee.

Retirement

Upon your retirement, your children retain eligibility for a CCTS whether or not they are receiving CCTS benefits at the time of your retirement. **Note:** *To retire, you must be 55 years or older and must have completed ten years of credited service at the university.*

Death

If you are CCTS eligible upon your death, your children will retain eligibility for a CCTS whether or not they are receiving CCTS benefits at that time.

APPLICATION AND CERTIFICATION PROCESS

CCTS is a reimbursement program therefore, there are no deadlines. You may apply for CCTS benefits at any time.

Complete the online application on the CCTS website: <http://www.hr.cornell.edu/benefits/education/ccts.html>.

Only one application is required per academic year. Be sure to select all terms your student will be attending for the academic year. When a change in status (e.g., the student changes schools or parent information changes), send an e-mail with changes to ccts@cornell.edu. Do not complete another application.

Upon submitting the completed application, you will receive notification that it has been received by Benefits Administration.

Please note that the collection of the student's social security number is necessary in order to track the history of usage by the student within our database. It is never shared outside of the database.

For Cornell Students

- Once your application has been reviewed for eligibility, CCTS notifies the Office of the Bursar with the award amount for the academic year to credit to the student's account. You will receive notification that the award payment was made once your application has been approved. No further action by the employee or the student is required.
- For summer course benefits, e-mail ccts@cornell.edu with the number of credits.

For Students Enrolled at Other Institutions (A certification form is required)

- Once your application has been reviewed for eligibility, you will receive certification form as an attachment in your approval email.
- It is your responsibility to submit the certification form for completion by the school your student is attending. Once the school sends the completed form back to you, it is your responsibility to submit the form to Benefits Administration, East Hill Office Building, 1st floor, 395 Pine Tree Road, Ithaca, NY 14850.
- Submit only the certification for the current term the student is attending. Certification forms for future terms will not be accepted by Benefits Administration (i.e. do not submit both fall & spring certification forms at the same time.)
- Any changes during the year should be emailed to ccts@cornell.edu.
- Payments for CCTS awards cannot be made until the completed certification form is received for each semester.
- CCTS will not cover the payment of finance charges incurred as a result of late applications or late certifications.
- A copy of the approved certification will be e-mailed to you once the payment has been processed.

PAYMENT OF BENEFITS

A CCTS payment is made directly to the institution. When a student is attending an institution other than Cornell, the plan does not make payments until the completed CCTS Certification Form is received by Benefits Administration. Since most colleges require a student to pay tuition and fees at the time of registration, you should be prepared to make the necessary payment. The student's college will reimburse the student after it has received payment from Cornell. The CCTS plan *does not* provide direct reimbursement to you or the student.

Note: Payments for a new academic year are made at the start of the new fiscal year (July 1).

COORDINATION WITH OTHER SCHOLARSHIPS AND AWARDS

CCTS benefits will only be coordinated with other scholarships or awards that must be applied to tuition. Awards that can be used for other purposes (books, room & board, living expenses), such as the PELL Grant, will not be considered.

- The amount of the CCTS benefit will be reduced only if the combined payment from CCTS and the other award (TAP, ROTC scholarships, or scholarships awarded solely for tuition costs) exceeds the total cost of tuition and fees.
- **Tuition Assistance Program (TAP)**
TAP is the Tuition Assistance Program administered by the New York State Higher Education Corporation. CCTS benefits will be coordinated only if the combined payment from TAP and CCTS exceed the total cost of tuition and required fees.

REVIEW OF DENIED APPLICATIONS

Benefits Administration will notify you in writing within 60 days if your CCTS application is denied. The notice will explain the reasons for the denial.

You may ask for a review of a denied application by writing directly to Benefits Administration, East Hill Office Building, 1st floor, 395 Pine Tree Road, Ithaca, New York 14850, within 60 days of receiving the denial. You or your duly authorized representative can examine documents pertaining to the application. You are encouraged to submit issues and comments to Benefits Administration. You will receive a written decision on the review, usually within 60 days.

PLAN ADMINISTRATION

The employer and sponsor is:

Benefits Administration
Cornell University
East Hill Office Building, Suite 102
395 Pine Tree Road
Ithaca, New York 14850

The plan is filed with the United States Department of Labor under the Employer Identification Number 15-0532082 and Plan Number PN501.

The plan administrator is:

Vice President for Human Resources
Cornell University
130 Day Hall
Ithaca, New York 14853
(607) 255-3621

The plan administrator is responsible for the management and operation of the plan's financial records, which are kept on a plan year basis, July 1 to June 30.

The plan is administered according to the Trustee Legislation. The Trustee Legislation is on file with the Division of Human Resources, Cornell University, East Hill Office Building, 1st floor, 395 Pine Tree Road, Ithaca, New York 14850 and is available for inspection during regular working hours.

The agent for service of legal process is:

The Secretary of the Corporation
Cornell University
300 Computing and Communications Center (CCC)
Ithaca, New York 14853
(607) 255-5124

Legal process may also be served on the plan administrator.

PLAN AMENDMENT OR TERMINATION

Although Cornell University and the Board of Trustees expect and intend to continue the Cornell Children's Tuition Scholarship (CCTS) plan for Cornell employees indefinitely, they reserve the right to modify, terminate or suspend the program at any time by action of the Board of Trustees. The university will provide appropriate notice, in advance, of any change, discontinuance or reduction in benefits.

FOR MORE INFORMATION

For more information or questions, contact Benefits Administration, Division of Human Resources, Cornell University, East Hill Office Building, 1st floor, 395 Pine Tree Road, Ithaca, New York 14850 (607) 255-3936, or e-mail: ccts@cornell.edu.
Visit the website: www.hr.cornell.edu.