

  
**REMINGTON  
COLLEGE**  
**POLICY AND PROCEDURE**

Title:	Employee and Family Scholarship Program
Effective Date:	Revised December 22, 2023
Prepared By:	Human Resources
Approved By:	General Counsel/Sr. VP of Human Resources

**I. Policy**

It is the policy of Remington College and its officers, employees, and directors (collectively, the “Company”) that its eligible, full-time employees and the eligible employee’s dependent family member(s) be provided an opportunity to obtain a scholarship to receive an education in certain programs at Remington College under the standards set forth herein.

**II. Eligibility**

Participation in the Employee and Family Scholarship Program (“Scholarship”) is not an “employee benefit” per se, and accordingly, is not an entitlement. Participation in the Scholarship shall be at the sole discretion of the Director of Campus Administration (“DCA”) for campus personnel or the College President for Administrative Office personnel, and is conditional upon, among other things, availability of classroom space, as well as other Scholarship application requirements. Academic employees are not eligible to attend courses in which they are credentialed to teach. At least thirty (30) days prior to the employee or the employee’s dependent family member enrolling in classes, the employee must submit the Application for Employee and Family Scholarship Program (the “Application”) along with any applicable documents as noted below. All students attending under the Scholarship will be ineligible for any other scholarship sponsored by Remington College and must follow all published student policies and procedures like any other student.

Full-time employees of the Company with a minimum of one (1) year of continuous employment at the time of application for the Scholarship may apply on their own behalf or on behalf of a dependent family member, as defined below. For the purpose of determining eligibility to receive the Scholarship, dependent family members are defined as a spouse, dependent child or dependent stepchild of the employee (collectively, the “Dependent Family Member(s)”). In order to qualify for the Scholarship, children and step-children must be considered “dependents” for Federal income tax purposes. No other relatives are eligible for the Scholarship. No more than one (1) participant at a time from the family (including the employee) can receive the Scholarship and be enrolled in classes.

The Employee will be required to provide a copy of his/her most recent year’s Federal Income Tax Return-Form 1040, and to sign a Dependent Family Member Status Affidavit with the Scholarship application affirming that the proposed Dependent Family Member student still qualifies for dependent status. The Dependent Family Member student will be required to execute a release under the Family Educational Rights and Privacy Act (“FERPA”) to allow the Company to discuss their educational records with the employee under whom they received the Scholarship, if necessary.

**III. Program Costs**

The Scholarship is an amount adequate to cover most, but not all, of the cost of attending classes at the Campus or RCO. The Scholarship covers the total cost of tuition, books and supplies that are typically provided by the Campus or RCO to non-scholarship students. All participants in the Scholarship shall pay a fixed fee of two hundred fifty dollars and zero cents (\$250.00) per month (this fee is applied without regard to whether the student is full-time or part-time, online, or residential). The amount may be paid by either the employee or the Dependent Family Member. The employee must “guarantee” payment for Dependent Family Members as further described below.

  
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Under this Scholarship, the total tuition owed would be \$250.00 per month for the length of the program. For example, if a student enrolls into a 12-month long program the total tuition owed be \$3,000.00, provided the student is not required to retake a course as detailed below.

**IV. Payment Requirements**

The Employee is responsible for all Scholarship related charges described above, including those for Dependent Family Members attending under the Scholarship. The employee should not apply for a Scholarship if they are not willing to accept this responsibility.

Payment is due before the first day of classes at the beginning of the academic year, and students will not be allowed to begin classes until one of the following payment requirements has been met:

- Cash payment (either check, cash or credit card) for the full amount due for the academic year or program has been received by the Company, or;
- The Campus is in receipt of a "confirmed budget" indicating the student is eligible for financial aid which includes only Federal Pell Grants, State Grants, or Alternative Loan Program funds in an amount adequate to cover the charges due for the academic year. Should such scheduled financial aid funds not ultimately be received, for whatever reasons, whether due to action or failure to take action by anyone, whether the Campus or RCO or the student, the employee will be responsible for such unpaid amounts, which shall be "payroll deducted" from the employee's normal pay, or;
- The employee has executed the necessary documentation to allow the Company to deduct the charges from his/her payroll checks on a pro-rata basis.

If, at any time during the course of study, the employee ceases to be an employee for any reason, whether such termination is voluntary or involuntary, the Scholarship shall cease immediately. The only exception is that the student (former employee or Dependent Family Member) shall be permitted to complete the quarter or module of study in progress at the time of the employee's termination. For any periods subsequent to the employee's termination, should the student (former employee or Dependent Family Member) wish to continue enrollment at the Campus or RCO, he/she shall be required to pay the regular tuition amount in effect at the time they executed their most recent enrollment agreement as long as they have remained continuously enrolled in the program since that time.

Similarly, if a student is participating in the Scholarship and ceases to be a dependent at any time during the student's attendance, then the employee is obligated to immediately notify the Campus or RCO of the change in the dependent status of said student, and the student shall cease to be eligible for the Scholarship at the end of the quarter or module in progress. Failure to immediately notify the Campus or RCO of a student's change in dependent status may subject the employee to disciplinary action, up to and including termination of employment.

If a student fails a class due to receiving an "F" grade, is dropped for excessive absences, or withdraws for any reason from a class, the student will be required to pay the full non-scholarship tuition to retake the class in advance.

  
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Should an employee or Dependent Family Member withdraw from the Employee Scholarship Program, they will be required to reapply and state in the application their reason for withdrawal. Previous approval and participation in the program does not guarantee future reinstatement.

Upon retaking the class, the employee or Dependent Family Member may apply for financial aid in the amount equal to the non-scholarship tuition for the class. The employee or Dependent Family Member shall be required to pay the regular tuition amount in effect at the time they executed their most recent enrollment agreement as long as they have remained continuously enrolled in the program since that time. If financial aid is not available either a cash payment must be made prior to retaking the class or a new payroll deduction form must be filled out by the employee to include the additional tuition.

**V. Laptops**

Scholarship students will be provided a previously deployed (used) laptop computer only in those programs of study where non-scholarship students receive laptop computers from the Campus or RCO. Scholarship students, like all other students, are entitled to keep the laptop upon completion of the program of study if, and only if, all amounts owed to the Campus or RCO have been paid.

Students who do not complete the program of study are required to return the laptop computers to the Campus or RCO. Students who do not return their computers will be charged the standard fee for “unreturned laptops” and may be subject to prosecution.

By participating in the Scholarship, participants agree and expressly affirm that the laptop or other computer related equipment (such as wireless NIC cards, etc.) is provided for the student’s use and is the sole and exclusive property of the Campus or RCO until such time as the student has met the requirements for keeping the computer as described earlier.

**VI. Procedure**

An employee interested in applying for the Scholarship on their own behalf or on behalf of a Dependent Family Member must first contact their DCA or Supervisor at the Administrative Office who will provide the employee with the Application, Dependent Family Member Status Affidavit (if on behalf of a Dependent Family Member) and the FERPA release (if on behalf of a Dependent Family Member).

The employee must complete and execute (sign) the Application and Dependent Family Member Status Affidavit (if on behalf of a Dependent Family Member) and provide a copy of the employee’s most recent year’s Federal Income Tax Return-Form 1040 (if on behalf of a Dependent Family Member), and must return the FERPA release signed by the prospective student (if on behalf of a Dependent Family Member) and return it to their DCA or Supervisor at the Administrative Office who will facilitate the completion of the Application by delivering it along with the other requisite documents noted above to Human Resources (“HR”) for processing. HR will facilitate obtaining final approval signatures from the Senior VP of Operations, the Company President and the Controller.

Once a decision has been rendered on the Application, the employee shall be notified of the decision by the employee’s DCA or Supervisor at the Administrative Office as soon as possible.

**VII. Important Tax Information and Waiver Notice for Employees and/or Dependent Family Members Receiving the Scholarship**

**A. Employee and Family Scholarship Tax Matters**



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Employees and/or their Dependent Family Member who receive the Scholarship are advised to consult a tax professional for advice on potential tax liabilities associated with the Scholarship. The Company hereby expressly denies any liability or responsibility for any negative tax consequences associated with the Scholarship to the employee or the employee's Dependent Family Member(s). By the act of making application for the Scholarship, the employee and/or the employee's Dependent Family Member(s) agree and acknowledge that the Company shall have no liability or obligation with regard to any tax related matters associated with the Scholarship.

**B. The Company's Tax Reporting Policy**

The Company's general tax reporting policy is to report all taxable payments to employees in full accordance with the requirements of the Internal Revenue Code ("IRC"). The following discussion of the Company's tax reporting requirements for employees participating in the Scholarship represents the Company's understanding of the requirements of the IRC. Accordingly, the Company will report income, as it deems appropriate, based on that understanding.

The Company makes no warranty; either express or implied, that the Internal Revenue Service ("IRS") will reach the same conclusion with regard to the taxability or non-taxability of any studies undertaken by the employee under the Scholarship. The IRC is vast, complex and often ambiguous or unclear and tax professionals regularly disagree about how to interpret the requirements of the IRC. Employees and/or the employee's Dependent Family Member(s) should be aware that a different interpretation/decision by the IRS could result in an unanticipated tax liability to the employee and/or the employee's Dependent Family Member(s). The Company strongly encourages the employee and/or the employee's Dependent Family Member(s) to see a tax professional if they have any questions or uncertainty regarding these matters.

The following general rules determine whether the Company will report as income to the employee and/or the employee's Dependent Family Member(s) any amounts related to the Scholarship. For these purposes, participants fall into one of the following two categories:

- For programs up through the Baccalaureate (Bachelor's) level there is no reportable taxability of the Scholarship.
- If, in the future, post-graduate programs are offered, the amount of the Scholarship (the difference between tuition paid by the Scholarship student and tuition paid by a non-Scholarship student) will be fully taxable, unless the Scholarship student is a Company faculty member.

Employees should be aware that "W-2 Income" on which there will have been no withholdings, will likely have the effect of leaving a substantial amount of tax due upon the filing of their income tax return. The same caution applies to the employee's Dependent Family Member(s) that have "1099 Income". Again, the employee and/or the employee's Dependent Family Member(s) are strongly encouraged to seek guidance from a tax professional in assessing how to estimate the tax impact of participation in the Scholarship.

**C. Absolute Unconditional and Irrevocable Waiver**

Employees and/or the employee's Dependent Family Member(s) receiving the Scholarship expressly waive any and all claims or causes of action against the Company; whether such claims or causes of action exist at the time the Scholarship was granted or arises thereafter. *In other words, by accepting the Scholarship, the*



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*employee and/or the employee's Dependent Family Member(s) absolutely, irrevocably and unconditionally agree not to file any claim, suit or grievance arising out of the receipt of the Scholarship.*

*This provision does not reduce, mitigate or limit legal rights which exist or may arise from an employee's status as an employee, but is rather a full and absolute waiver of any rights to claims or causes of action arising as a result of the employee's and/or the employee's Dependent Family Member's participation in the Scholarship.*



# REMINGTON COLLEGE

## APPLICATION FOR EMPLOYEE AND FAMILY SCHOLARSHIP PROGRAM

- Seeking a Diploma/Certificate  Seeking an Associate Degree  
 Seeking a Bachelor Degree

Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Location: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Relationship to Employee: \_\_\_\_\_

Campus Where Program will be Attended: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Abbreviation: \_\_\_\_\_ Program Code: \_\_\_\_\_

Starting Date of Program: \_\_\_\_\_ Anticipated Completion Date of Program: \_\_\_\_\_

### Cost of Program to Employee/Family Member Student is \$250 Per Month

- Financial Arrangements:  (1) Cash Payment (Equal to Anticipated Charges for the Academic Year)  
 (2) Financial Aid (Must Fill Out **PART A** Below)  
 (3) Payroll Deduction (Must Fill Out **PART B** Below)

#### PART A

Deduction Authorization: If anticipated Financial Aid fails to cover the monthly tuition charge of the above named Scholarship applicant I hereby authorize Remington College to immediately deduct from my payroll check the lump sum payment owed for the entire Academic Year divided equally over the next two pay periods.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PART B

Deduction Authorization: I hereby authorize Remington College to deduct from my payroll check the monthly tuition charge of **\$250.00**. This deduction is for the above named Scholarship applicant and will continue as long as the applicant carries a balance. **In the event of repeat course(s) I authorize the deduction of two consecutive amounts equal to one-half of the total charge for the module or six consecutive amounts equal to one-sixth of the total charge for the term.** In the event the applicant/student drops or is dropped from classes, charges will accrue for any partial month attended prior to being dropped.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Signatures required for approval (no electronic signatures):

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Campus Administration or Supervisor  
at the Administrative Office: \_\_\_\_\_ Date: \_\_\_\_\_

Senior VP of Operations: \_\_\_\_\_ Date: \_\_\_\_\_

Company President: \_\_\_\_\_ Date: \_\_\_\_\_

#### For accounting use only:

Controller: \_\_\_\_\_ Date: \_\_\_\_\_

Original-Human Resources

Copy-Student File

Copy-Employee Personnel File

Copy-Payroll



**FERPA – CONSENT TO RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION AND/OR EDUCATION RECORDS**

Name of Student: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Campus Name: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_

Pursuant to the Family Educational Rights and Privacy Act (“FERPA”), I, the undersigned Student, hereby authorize Remington College to release a copy of this form and my personally identifiable information and/or education records as identified below (if all, state “ALL”):

**ALL education and/or financial assistance records.**

The personally identifiable information and/or education records identified above, should be provided to and/or can be discussed with (list name and address of person and/or entity to receive education records):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The purpose of disclosing the personally identifiable information and/or education records is:

**related to the administration of and/or processing of an Employee and Family Scholarship.**

\_\_\_\_\_

**I understand further that: (1) I have the right not to consent to the release of my personally identifiable information and/or education records; (2) I have a right to receive a copy of such information and/or records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Remington College, but that any such revocation shall not affect disclosures made by Remington College prior to the receipt of any such written revocation.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

**THE INFORMATION AND RECORDS RELEASED ARE SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF APPLICABLE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THE REQUESTED INFORMATION OR RECORDS WITHOUT THE PRIOR WRITTEN CONSENT OF THE STUDENT IDENTIFIED HEREIN, UNLESS OTHERWISE PERMITTED BY SUCH LAWS AND/OR REGULATIONS. See, e.g. 34 C.F.R. § 99.33.**



**EMPLOYEE AND FAMILY SCHOLARSHIP PROGRAM DEPENDENT  
FAMILY MEMBER STATUS AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY/PARISH OF \_\_\_\_\_

\_\_\_\_\_, after first being duly sworn according to law, and under penalty of perjury, deposes and says that:

1. I am over eighteen (18) years of age and have personal knowledge of the facts stated herein.
2. I applied for the Remington College Employee and Family Scholarship on the date noted on the Application for Employee and Family Scholarship Program.
3. I applied for the Employee and Family Scholarship Program on behalf of my dependent family member, \_\_\_\_\_.
4. As of the date of my application for the Employee and Family Scholarship Program, \_\_\_\_\_ is a “dependent” of mine for federal income tax purposes.
5. To the best of my knowledge the content of this Affidavit is true and correct.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
Employee Signature

SWORN TO, UNDER PENALTY OF PERJURY, AND SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is personally known to me or who has produced a valid \_\_\_\_\_ Driver’s License as identification.

Notary Public

State of \_\_\_\_\_  
(Notary Seal)

Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_