

**South Atlantic Conference  
TUITION SUBSIDY REQUEST FORM**

This form must be completed by each worker and submitted to the Office of Education by August 1 or prior to registering your eligible child(ren) into school. Subsidies are distributed at the end of each semester.

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ School Year: \_\_\_\_\_

**SOUTH ATLANTIC ELEMENTARY SCHOOLS /GREATER ATLANTA ADVENTIST ACADEMY**

Child's Name	Age	Birthday	Grade	School	Reg. Fee	Tuition

**ACCREDITED ADVENTIST BOARDING SCHOOL**

Child's Name	Age	Birthday	Grade	School	Reg. Fee	Tuition

**ACCREDITED ADVENTIST COLLEGE/UNIVERSITY**

Child's Name	Age	Birthday	Classification	School	Tuition

**OTHER APPROVED ADVENTIST PROGRAM**

Child's Name	Age	Birthday	Classification	School	Reg. Fee	Tuition

See the reverse side for Policy Guidelines

## POLICY GUIDELINES

**1. Eligible Employees**—Full-time Church employees in administrative, professional, and supervisory positions (those considered to be exempt from Federal and state/provincial wage and hour laws) are expected to send their children to Seventh-day Adventist denominationally owned and operated schools and are provided assistance on the tuition expense for their children who are enrolled in denominationally owned and operated schools on the elementary, secondary, or liberal arts college/university levels, or technical or professional schools on the undergraduate levels, a fifth year of college/university, or additional course study required to secure necessary credentials/certification.

**2. Students Eligible for Tuition Assistance**— To be eligible for tuition assistance the student must be:

- a. An unmarried dependent of the employee.
- b. Less than twenty-four years of age unless the student has given compulsory military service, official volunteer service for the Church, or has a documented medical consideration.
- c. Eligible to be claimed as a dependent on the employee's income tax return.
- d. Born to, or legally adopted by, the employee and/or spouse or is a stepchild by marriage receiving more than 50 percent of support from the new family unit.

**3. Students Eligible in Divorce and Remarriage Situations**—To be eligible for tuition assistance the student must be:

- a. Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return.
- b. Under the custody of the ex-spouse of the employee and eligible to be claimed as a dependent on the employee's tax return.

**4. Assistance**—The organization employing the parent of the student will provide assistance of up to 70 percent of the tuition and all required fees for dormitory students or students in housing supervised by the school (room and board not included). Assistance of 35 percent is given for those not in the dormitory (elementary school or day academy) and includes registration fees.

The assistance on the academy or college/university level should be calculated on the gross charges for tuition and required fees, according to the current bulletin, before family or other discounts granted by the school. In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates, the tuition assistance from the employer shall be based on the net tuition expense to the employee. This shall not include charges for private music lessons except where such lessons are required for credit toward music majors or minors.

**5. Limitation on Assistance**—Assistance shall be provided for a degree program for a maximum of ten (10) semesters or fifteen (15) quarters or a combined equivalent.

**6. Other Adventist Educational Programs** —Tuition assistance shall be provided for studies through Griggs University and International Academy as per regular policy. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance on both is 35 percent whether or not the student is residing in a school dormitory.

**7. Attending School Outside the Territory**—Assistance will not be granted for children attending Adventist elementary schools or day academies outside the South Atlantic Conference territory. Any exception must be approved by the Administrative Committee (AdCom) BEFORE enrolling your child(ren).