

### **UAW-GM Scholarship Program for Dependent Children Introduction**

The UAW-GM Scholarship Program for Dependent Children (DSP) (the “program”) provides benefit to eligible UAW-GM Active employees to use toward the cost of their eligible dependents’ post-secondary education or training expenses.

### **Employee Eligibility**

An active employee is defined as a UAW-represented GM U.S. employee with 90 days seniority on the active employment roll or on a temporary layoff and/or full-time temporary employees with at least 90 days of continuous service. The following DSP eligible employees are those who are:

- On Active Employment Rolls
- On Temporary Layoff
- On Leave of Absence under provisions of Paragraph (109)
- In-Progression Employees
- On Military Leave of Absence
- On Education Leave of Absence

Employees on a Medical Leave of Absence at the start of a course are not eligible for DSP benefits until they return to work. Employees who accept a voluntary termination of employment, i.e. buyout, are not eligible for DSP benefits.

If both parents are eligible employees, only one parent may request and be awarded benefits for the dependent child annually.

### **Dependent Children Eligibility**

For purposes of this program, the definition of dependent children will be defined as:

- The child of employee or employee’s spouse by birth, legal adoption, or legal guardianship.
- Unmarried dependent child (age 26 and under at the time of course enrollment).
  - Applications submitted on or after a dependent’s 27th birthday will not be accepted.
- Pursuing post-secondary education, or training at an institution accredited by a governmental or nationally recognized agency such as:
  - American Council on Accreditation or a government approved license by the state board of education. Accreditation is mandatory for degree granting institutions.

### **Benefit Amount**

Eligible UAW-GM active employees can receive the following benefit amount for each eligible dependent child.

	Annual Limit
Individual Dependent Benefit Amount	\$1,600

Qualified expenses for the program include tuition and/or compulsory fees mandated by the educational institution. The following examples are appropriate and inappropriate fees. Duplication of tuition or fees already covered by state or federal education assistance plans or programs are prohibited.

#### Appropriate fees:

- Tuition or General Fees
- Registration Fees
- Laboratory and Mandatory Service Fees
- Book fees

#### Inappropriate fees:

- Supplies, Equipment, Products, or Materials
- Late registration or Add/Drop Fees
- Transportation or Parking Fees
- Student ID Fees
- Meals or Recreational Activities
- One-time or Non-mandatory Fees, i.e. application fees
- Test or Examination Fees
- Graduation or other expenses

Dependents receiving educational grants, scholarships, military benefits or discounts must disclose all such financial assistance and provide documentation of how the funds were applied. Funds received from such sources will be considered first for any expenses not covered under the program. Any additional funds received from such sources may reduce the employee's reimbursement amount under the program. Financial Aid received in the form of student loans will not affect an employee's reimbursement amount.

#### **Completion Requirements**

In order to receive reimbursement, the dependent must meet the completion requirements.

Completion requirements are defined by student profile and learning types.

- A dependent enrolled as a full-time student in a degree or certificate program at a college or university must achieve a 1.0 or higher GPA for the academic term in which reimbursement is being requested.
- A dependent enrolled as a part-time student in a degree or certificate program at a college or university or taking individual courses must successfully complete each course in which reimbursement is being requested. Reimbursement will be based on the charged per credit hour or per course amount. Failed, withdrawn, or incomplete courses are not eligible for reimbursement.
- A dependent enrolled in an hour based vocational or trade school program must achieve the minimum criteria for Satisfactory Academic Progress as defined by the institution for the evaluation period in which reimbursement is being requested.
- A dependent enrolled in a certification program must show successful achievement of the industry recognized certification for which reimbursement is being requested.

#### **Reimbursement Process**

The employee will pay tuition and academic expenses for qualified dependents directly to the education institution and must follow the below process to receive reimbursement.

1. The employee must select their dependent in the EdAssist system for whom they would like to create an application for. If the dependent does not show on the list of eligible dependents, they must log out of the EdAssist system and add their dependent in Fidelity. There could be up to a

week delay before the dependent feeds into the EdAssist system and shows as an eligible dependent to select. Once the dependent is showing in the EdAssist system, the employee must select them and create an application on their dependents behalf.

2. A program application must be submitted for approval for each dependent for each academic term. Only one application may be submitted for each dependent per academic term. Applications may be submitted up to 30 days prior to the term start date. Applications submitted after term start date will be automatically denied by the system.
3. The employee may request reimbursement after the term ends by uploading an itemized school invoice and proof of satisfactory completion of the academic term. Documentation must be submitted within 30 days after the term end date.
4. EdAssist will review documentation and process payment for the eligible reimbursement amount up to the program limits.
5. Reimbursements will be made via GM payroll.

### **Tax Treatment**

Payments under the UAW-GM Dependent Scholarship Program will be subject to applicable federal, state, and local income tax provisions.