

FAQ

HOUSTON METHODIST CHILD CARE CENTER AT THE WOODLANDS — TUITION ASSISTANCE & SCHOLARSHIP

What is the difference between the Tuition Assistance Program & the Scholarship Program?

Tuition Assistance program offers a reduced tuition while the scholarship program covers 100% of the tuition.

How will you determine eligibility for tuition assistance & scholarship funding?

Eligibility and awarded assistance amounts are based on household income. Employees in good standing with a reported annual household income of 400% or less of the Federal Poverty Level may be eligible to receive scholarship funding/tuition assistance.

What will I be required to provide in order to verify household income?

We will ask you to provide your most recent federal income tax return (IRS form 1040).

Who will be reviewing these documents and how will you ensure that my information is shared only with those involved in the decision making process?

We will schedule time for you to meet with a Bright Horizons representative to review the required documentation. Once verified, all documentation will be returned to you. No personal financial data will be shared with your employer or retained at the center.

My child is currently enrolled at another program. Am I eligible to receive the tuition assistance or scholarship to defray my childcare costs even though s/he does not attend Houston Methodist Child Care Center at The Woodlands?

Tuition Assistance & scholarship funding are only available if your child is enrolled full time at Houston Methodist Child Care Center at The Woodlands.

How does the application process work?

All applicants will be required to complete an initial screening application. Qualified applicants must provide the necessary documentation to verify eligibility. Once eligibility has been confirmed, tuition assistance/scholarships are awarded to qualified applicants based on random selection by computer. If selected, you will be notified in writing of funding amount and next steps.

When will I find out if I have been awarded a scholarship or tuition assistance?

Receiptants will be notified via phone call and email after the application is reviewed within 30 Days

Am I guaranteed a space if I'm awarded scholarship funding?

Scholarship funding will be awarded for eligible spots only. If you are awarded funding a Full Time space is available for your child in the age group he or she is eligible to attend. Space and funding will not be guaranteed if you do not formally accept funding by the designated deadline.

What is the deadline for accepting the tuition assistance/scholarship funding?

You will need to confirm your acceptance of the financial assistance within 7 days of notification. If families choose to forgo the awarded

assistance, the awarded funds will be released and awarded to other qualified applicants via random electronic selection if funding remains available.

Can I receive assistance from both the Tuition Assistance Program and the Scholarship Program?

No. Each child is only eligible for one or the other.

Can I defer my tuition assistance/scholarship funding should it be awarded?

You cannot defer awarded scholarship funding. If your child is not enrolled full time in the program within 30 days of acceptance of scholarship funding, that money will be released and your child will no longer be eligible to receive funding.

Will tuition assistance/scholarship funding be available retroactively to my child's start date?

Scholarship funding will not be applied retroactively to your child's start date and is good for 12 months.

What happens if my financial situation changes during the year? Am I required to notify the center about this? Will my assistance be impacted?

In the interest of ensuring that funding is awarded to those who truly need it, we do ask that you notify us if your financial situation changes during the year.

Is this funding guaranteed for the entire time my child is enrolled at Houston Methodist Child Care Center at The Woodlands?

Scholarship funding will be awarded on an annual basis to ensure equal access to funding. Priority will be given to children currently receiving scholarship funding however, subsequent funding cannot be guaranteed.

What is the renewal process?

We anticipate the application will be similar each year.

Will this tuition assistance/scholarship be considered imputed income for me?

Under IRS rules, company-provided dependent care benefits greater than \$5,000 are taxable as income in the year received. Dependent care benefits include your contributions to the Dependent Care Flexible Spending Account, as well as the value of any Bright Horizons onsite child care center scholarship and back-up care benefits you receive. The value of your flexible spending account contribution, scholarship and back-up care benefits will be totaled at year end and any amount above \$5,000 will be reported as income and taxed accordingly.