

# DARTMOUTH HEALTH CHILD CARE CENTER – LEBANON

## SCHOLARSHIP POLICY

### PURPOSE

For the period January 2025 through December 2025 Dartmouth Health will offer a tuition scholarship program for employees to apply in an effort to assist families who have financial needs. Eligibility for the scholarship and the amount of each award will be determined by **total gross household income**.

### GUIDELINES

- (1) Dartmouth Health employees with a total family gross income of less than \$160,000 per year, who are enrolled at **Dartmouth Health Child Care Center - Lebanon** are eligible to apply for a tuition scholarship. Total family gross income refers to all sources of income from US and foreign employers, child support, alimony, unemployment benefits, social security, gifts, rents, etc. Total family income refers to the total gross income that supports the household in which the child resides, regardless of the marital status or physical residence of the child's parent(s) or guardian(s). The Tuition Scholarship program is not 'portable', it is only available at **Dartmouth Health Child Care Center - Lebanon**.
- (2) Any family that is eligible for NH or VT child care support (depending on state of residence), will be required to apply before being considered for Dartmouth Health scholarship funds. If your application with the state is denied for any reason, we will require written proof in order for you to receive Dartmouth Health support. Scholarship funding provided by Dartmouth Health that is not reimbursed by the state will be considered a taxable benefit.
- (3) Families must submit their most recent federal income tax return, IRS form 1040, to verify the total income that supports the household in which the child resides.
- (4) Once a family is approved for tuition scholarship, the scholarship rate will be effective from the first billing cycle after the scholarship is awarded through December 2025, provided that the family's financial situation and benefits-eligible employment affiliation with Dartmouth Health remains the same and continues to meet the eligibility requirements to receive a scholarship.
- (5) Scholarships are awarded at the discretion of the organization and are subject to change based on the organization's policies and decisions.

## HOW TO APPLY

To apply for scholarship, DH employees **email the application below (only) to Bright Horizons at [DHCCCLebanon@brighthorizons.com](mailto:DHCCCLebanon@brighthorizons.com)** . To protect your personal information, **do NOT email your income documentation**.

After emailing your form, Bright Horizons will contact you to review your most recent federal tax return (IRS form 1040), or copy of immigration approval and tax treaty document, **in person**.

### Tuition Scholarship Application

Complete one form per child (not family)

Parent Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department and Position: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

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

Phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work Email: \_\_\_\_\_

Child's name: \_\_\_\_\_

Child's DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

With my signature below, I attest to understanding that total family gross income refers to all sources of income from US and foreign employers and sources, child support, alimony, unemployment benefits, social security, gifts, rents, etc.) and further, that total family gross income refers to the total income that supports the household in which the child resides, regardless of the marital status or residence of the child's parent(s) or guardian(s). All of the information on this form is true and complete to the best of my knowledge. I have provided information for all sources of income that support my family.

\_\_\_\_\_  
Applicant Name – Please Print

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# Dartmouth Health Child Care Center

## Tuition Scholarship FAQ

### How will you determine eligibility for scholarship funding?

*Eligibility and awarded scholarship amounts are based on the gross household income in which the child resides. Dartmouth Health employees with a reported annual household income of less than \$160,000 may be eligible to receive scholarship funding.*

### I may be eligible for childcare support through the state of NH or VT. Can I receive Dartmouth Health scholarship support in instead of or in addition to state support?

*All families who meet the eligibility criteria are required to apply for state assistance in their state of residence within 30 days of accepting an enrollment offer at the Dartmouth Health Child Care Center - Lebanon. If approved, you will not be eligible for any additional support from Dartmouth Health. If there is a delay in the scholarship funds being approved by the state, Dartmouth Health will provide support in the short term. If denied state assistance for any reason, we will require written proof in order for you to be considered for a Dartmouth Health scholarship. Any scholarship funding provided by Dartmouth Health that is not reimbursed by the state will be considered a taxable benefit.*

### 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). If you are an international employee and do not have an IRS form 1040, provide a copy of your immigration approval and tax treaty document.*

### 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 in person. **To protect your personal information, please do NOT email your proof of income documents.** 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 scholarship to defray my childcare costs even though s/he does not attend Dartmouth Health Child Care Center?

*Scholarship funding is only available if your child is enrolled or will be enrolling at Dartmouth Health Child Care Center – Lebanon.*

### **My child is enrolled part-time. Will I qualify for scholarship funding? Will I still qualify for scholarship funding if my child drops from a full-time schedule to a part-time schedule during the year?**

*Scholarships are available for both part time and full-time enrollment.*

### **How does the application process work?**

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

### **If I qualify for a scholarship, will I be given funding for all of my children enrolled at Dartmouth Health Child Care Center?**

*Funding is awarded by child and not by family. If you wish to be considered for funding for more than one child, you must complete a separate application for each child. It is possible that you may receive funding for one child and not the other depending on availability.*

### **When will I find out if I have been awarded a scholarship?**

*Applications will be accepted immediately, and we anticipate being able to notify families who are awarded funding within thirty days of application. If accepted, tuition billing will reflect your scholarship rate the following month.*

### **Am I guaranteed a space if I am awarded scholarship funding?**

*Scholarship funding will be awarded for eligible enrollments only. Space and funding will not be guaranteed if you do not formally accept the enrollment offer and scholarship award by the required deadline.*

### **What is the deadline for accepting the scholarship funding?**

*You will need to confirm your acceptance of the scholarship within five days of notification.*

### **Can I defer my scholarship funding should it be awarded?**

*You cannot defer awarded scholarship funding. If your child is not enrolled within 30 days of acceptance of scholarship funding, that money will be released and your application will be reassessed when you are ready to enroll.*

### **Will scholarship funding be available retroactively to my child's start date?**

*Scholarship funding will not be applied retroactively to your child's start date. The Dartmouth Health Tuition Scholarship is effective from the first billing cycle after you are awarded the scholarship through December 2025.*

**What happens if my financial situation changes during the year? Am I required to notify the center about this? Will my scholarship funding 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?**

*Scholarship funding will be awarded on an annual basis and reassessed following confirmation of household income.*

**What is the renewal process?**

*We anticipate the application will be similar each year.*

**Will this scholarship be considered taxable income for me?**

Any scholarship funding provided directly by Dartmouth Health will be considered a taxable benefit. Taxes will be withheld monthly by payroll.