



Associated Colleges of the Midwest Tuition Remission Exchange Program

Presented by
Carleton Human Resources



Extension details

- Effective for the 2024 Academic year (fall 2023) Carleton will participate in the ACM-TREP program
- Program provides an **80% discount** on tuition for dependents of eligible employees
- Benefit is scaled based on employee's FTE
- Dependents who attend an ACM institution and are eligible for the full benefit (4 years) will be processed through the ACM program.

Existing Dependent Tuition Benefit

50% discount on tuition at Carleton

50% discount on tuition at other accredited institution up to 33% of Carleton's tuition.

Prorated based on FTE

6 year eligibility period

(loan feature will be discontinued)

ACM Benefit

Tuition discount equals 80%

-50% discount provided by school attended

-30% paid directly from Carleton to institution attended

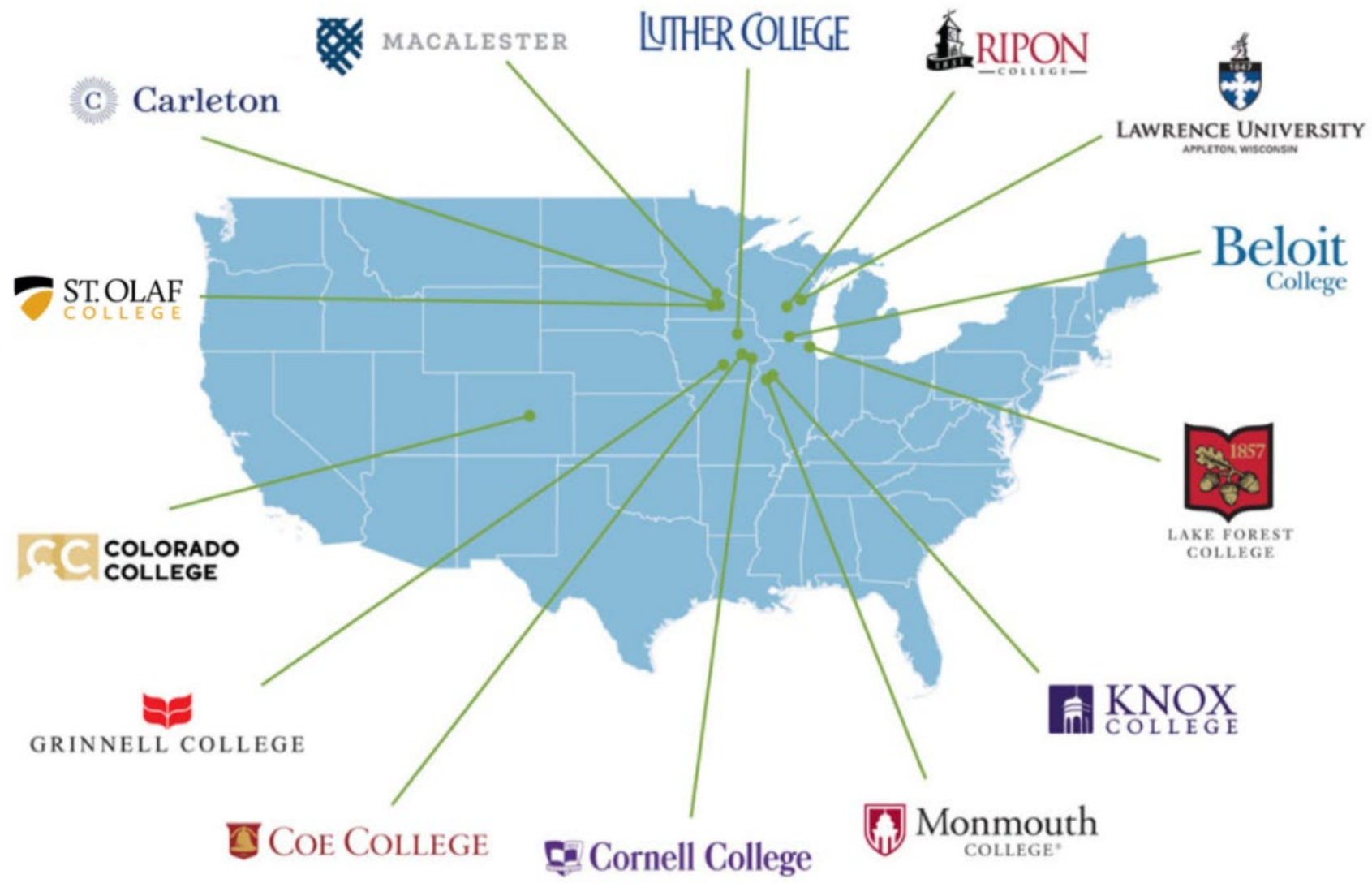
Scaled based on FTE

6 year eligibility period

Benefit Scaling based on employee's FTE

- 1.0 – .83 FTE = 80% of tuition due for 4 years,
- .82 – .65 FTE = 80% of tuition due for 3 years,
- .46 – .64 FTE = 80% of tuition due for 2 years; or
- Employees with an FTE less than .83 may opt out of the ACM tuition program.

ACM Schools



Process to Apply for ACM TREP

1. Before college applications are submitted, complete the ACM [Applicant's Certification of Eligibility form](#) and return it to Carleton HR.
2. [Pay](#) the ACM administration fee (only required once per dependent).
3. Dependent applies to ACM Colleges
4. Once dependent has selected college, complete the ACM Applicant's [Confirmation of Participation form](#) and Carleton's [Dependent Tuition Application Form](#)

We are working to streamline the ACM TREP application process, so steps may soon be consolidated.

Other plan provisions remain unchanged.

- Employees with completion of six years of continuous employment in a benefits-eligible position at Carleton are eligible.
- The benefit covers legal children, age 26 years or less as of September 1 in any given year
- Dependent must attend an accredited undergraduate college or universities to pursue their first degree.
- The benefit is pro-rated (or scaled) for employees who work less than full time (1.0 FTE).
- The dependent tuition benefit does not apply to summer program courses, special programs or other special fees.
- The benefit will not exceed four regular academic years per child and a maximum of twelve regular academic years per eligible employee; if both parents work at the college the benefit will be shared.
- Tuition benefit payments will be made directly to the institution the student attends.

The Human Resources Team is available to answer any questions you may have.

Andrea Zunkel- x5989

Kirsten Budin- x4831

Jenne Herbst- x4830

Matt Bolks- x4079

Kerstin Cardenas- x4068