



THE COLLEGE TUITION BENEFIT®

HELPING FAMILIES PAY FOR COLLEGE

FREQUENTLY ASKED QUESTIONS

How do members register?

Upon receipt of plan sponsor information from Guardian, The College Tuition Benefit® (CTB) will send an email to the plan sponsor with a census file that can be completed for all eligible members and returned to CTB for upload to the system. Once the file is uploaded, members will receive a welcome email explaining how to register and access their account, set up a password, and register eligible students.

Alternately, members can go to www.guardian.collegetuitionbenefit.com to register. To complete the registration process, employees will use your company's Guardian Plan Number as their Username and the Password is Guardian.*

What if a member does not have an email address or does not supply one?

CTB is a web-based program. Communication and utilization of the program is dependent on a member email address being provided during registration.

How is Tuition Rewards funded?

Tuition Rewards are a guaranteed minimum discount off the full "list price" of tuition as opposed to monetary reimbursement. Participating schools have entered into a contractual agreement to reduce their tuition by the amount of Tuition Rewards points submitted by the member. One Tuition Rewards point = \$1 reduction in full tuition. Tuition Rewards are never provided in cash.

**Please note that a member must register, add students, and transfer CTB points to students in advance of them starting the 12th grade for utilization at network schools.*



Who can be register for Tuition Rewards by the member?

Members can register students who are part of their immediate or extended family - children, grandchildren, nieces, nephews, stepchildren and godchildren. Members are ineligible to utilize Tuition Rewards for their own education or toward the education of a spouse, partner or child who has already started 12th grade.

Are there any limit to the number of students a member can register?

There is no limit to the number of students a member can register. Members can register new students as needed. To do this they simply log in to their personal account by going to www.guardian.collegetuitionbenefit.com and selecting Log in to Your Existing Account, click-on "Add Student" and complete the necessary information.

What is the maximum amount of Tuition Rewards members can use per child? ^

Tuition Rewards are "capped" at a maximum 25 percent discount, divided evenly over four years. Participating colleges honor the Tuition Rewards points submitted as a guaranteed minimum discount off the published price of tuition and Tuition Rewards may be combined with other financial aid. *

What are the member's responsibilities?

The member must register an eligible student before August 31 of the year they enter the 12th grade.

- Member Tuition Rewards are in the member's name until they are pledged to a sponsored student.
- Tuition Rewards must be pledged to a sponsored student before August 31 of the year the student enters 12th grade.
 - o Members will receive emails when a sponsored student enters the 11th grade reminding them to go into their account and pledge some or all of their Tuition Rewards.

To submit points to network schools as member must pledge the points within 10 days of a student's application to a network college.

- After logging into their CTB account a member must select the college(s) on the list to which the student has applied and follow the outlined steps. This process notifies the college of the student's Tuition Rewards points. (Tuition Rewards can be submitted to multiple colleges.)

^There are Member Tuition Rewards and Student Tuition Rewards.

- *Member Tuition Rewards are in the member's account and can be used in any amount, for any sponsored student.*
- *Student Tuition Rewards (500 points awarded at the time the student is registered) can only be used by that student and are non-transferrable.*

**A handful of participating colleges are still operating under pre-2004 contracts limiting the maximum reward to \$13,800-\$15,600. An updated college list is available online when members log in to their accounts.*



What if a member pledges Tuition Rewards and the student doesn't use them or attends a non-participating SAGE College?

On June 15 following 12th grade, a member can go into his or her account, retrieve the unused student Tuition Rewards points and put them back in their account to be used for another student.

Are Tuition Rewards taxable?

No. IRS Publication 970, "Tax Benefits for Education," states, "You do not have to include a qualified tuition reduction in your income." Tuition Rewards are discounts and meet the qualified tuition reduction definition.

What happens if a college stops participating before a student can use the Tuition Rewards at that college?

Even if a college stops participating in the SAGE Scholars network, the college is obligated to honor Tuition Rewards earned up to the date of withdrawal. The college does not have to honor Tuition Rewards points earned after their termination date.

Do the colleges have any obligation to accept students with Tuition Rewards?

No. The colleges will observe their normal student acceptance policies.

How do Tuition Rewards affect financial aid qualification?

Tuition Rewards are considered guaranteed minimum financial aid and all students are encouraged to apply for financial aid.

The following example shows how Tuition Rewards complement financial aid:

- Family has 20,000 Tuition Rewards points; because Tuition Rewards are divided evenly over four years, the student has earned a guaranteed minimum discount of \$5,000 per year.
- The student applies for financial aid at three of our participating schools.
 - The first school awards \$10,000 per year in total aid
 - The second awards \$4,000 per year
 - The third awards no financial aid.
- Tuition Rewards impact on final financial aid:
 - The first school has met its obligation of a \$5,000 per year discount.
 - The second college will have to increase their award to at least \$5,000 per year.
 - The third school will have to provide \$5,000 of financial aid.



What if a student is registered by more than one member?

Tuition Rewards points can be pooled together for the same student if the student is registered under both accounts. Tuition Rewards are "capped" at a maximum 25 percent discount, divided evenly over four years*

What happens if or when a member leaves my organization or is terminated?

The member keeps the Tuition Rewards earned up to the last date of employment but will not earn any new Tuition Rewards points.

If the member is then employed by another plan sponsor and enrolled in qualifying lines of coverage, the member can merge their Tuition Rewards account through the new plan sponsor and continue accruing Tuition Rewards.

To merge account the member will need to contact CTB.

Who sees the names of sponsored students and what do they do with them?

CTB's privacy statement dictates that the only people who see the names of sponsored students are the colleges, starting when a student is in 9th grade, the colleges may view the names and may begin sending recruiting materials. The process mimics what most families experience in 11th grade when students take the SAT or ACT.

- Colleges never see the amount of Tuition Rewards a member or student has until the Tuition Rewards are pledged prior to 12th grade and then they will only see the Tuition Rewards pledged to that student.

Can Tuition Rewards be used for graduate school?

No. Tuition Rewards can only be used for full-time, undergraduate education beginning with a student's freshman year.

Can Tuition Rewards be used if a student transfers to a participating college?

The school to which the student transfers may choose to accept the Tuition Rewards, but there is no contractual obligation to honor the Tuition Rewards.

Do Tuition Rewards go with a member into retirement?

Yes, Tuition Rewards go with a member into retirement.

**Please note that a member must register, add students, and transfer CTB points to students in advance of them starting the 12th grade for utilization at network schools.*



What happens if a member passes away?

If a member passes away, his or her executor can manage the account and can move the Tuition Rewards into the name of a student's guardian.

What if a member has questions about their account?

Any member with questions can contact The College Tuition Benefit® by phone, Monday to Friday, 8:00 a.m. to 4:00 p.m. Eastern time at (215) 839-0119, or via email to guardiansupport@CollegeTuitionBenefit.com.

How should plan sponsors promote The College Tuition Benefit®?

Plan sponsors can promote CTB by completing the census file and returning it to CTB, through company emails, company intranet postings, and breakroom posters.

- Submitting a census to CTB ensures that all eligible members in their company will receive a welcome email explaining how to register and access their account.

Important Deadlines

There are three very important deadlines that must be met for members to utilize their Tuition Rewards points.

- Adding Students to Tuition Rewards. Students must be registered by the member by August 31 of the year when the student begins 12th grade.
- Pledging Student Tuition Rewards. The last day for pledging earned Tuition Rewards to a student is August 31 of the year the student begins 12th grade. This is also the last day for a student to earn any Student Tuition Rewards from any source.
- Submitting Student Tuition Rewards to member schools. Using the college list available in the member's account, the member must submit a Tuition Rewards statement to any member school(s) a registered student applies to within 10 days of the application being submitted.