



## 2017 – 2018 HUCTW-Harvard University Academic Enrichment Fund Instructions & Guidelines



Academic Enrichment Fund is a need-based fund that helps union members' with the costs of supplemental academic activities for the children ages 5 to 18. This includes activities such as tutoring, summer classes, SAT prep courses, and college application fees. Each award period covers September 1st of the previous year to August 31st of the current year (a year's worth of expenses), so you are being reimbursed for costs that have already occurred. The 2017 - 2018 Fellowship will help with academic enrichment costs incurred between September 1, 2017 and August 31, 2018.

**Deadline:** Thursday, August 31, 2018

### Eligibility

In order to apply for the Childcare Fellowship, you must: be part of the HUCTW bargaining unit and have a child/children, aged 5-18 years of age enrolled in a supplemental academic program.

### Eligible Programs

The types of programs that are eligible include things such as: academic tutoring or summer school classes, academic-based extra-curricular activities, academic summer camps, college prep classes or standardized test prep classes, college application fees or standardized test fees, etc. Unfortunately art, music, & sports programs are **not** eligible. If you would like to know if a particular program is eligible please email us and include link to a description of the program ([huctw.childcare@huctw.org](mailto:huctw.childcare@huctw.org)).

### Award Amount

The 2017-2018 Fellowship will help with academic enrichment costs incurred between September 1, 2017 and August 31, 2018. The awards are determined based on your household income and the total cost of your children's academic enrichment programs. Fellowships only cover a portion of the expenses for each applicant. This portion may vary somewhat from year to year depending on the number of applicants in any given year. All eligible applicants who apply on time will receive an award in their paycheck within about two months of the deadline.

By law, the award is considered "extra compensation" and will be taxed at approximately 38%, but a portion of the tax withheld can generally be recovered when award recipients submit their annual tax returns to the IRS.

### Award Notification

Award letters will be emailed to you approximately one to two months after the deadline.

### How to Apply

You need to complete three steps in order to apply for the Fellowship:

- Complete one Academic Enrichment application per eligible child.
- Attach copies of official program descriptions and deposited checks/credit card statements (or statement from provider on letterhead) for each program to verify payment was made for the activities.
- Along with your application materials, send us the first page of your 2017 1040 federal tax return.

**Deadline:** Submit application to the HUCTW office by **Thurs, August 31, 2018** by one of these methods:

**Mail:** HUCTW Childcare Fellowship, 15 Mt Auburn St, Cambridge, MA 02138

**Fax:** 617-661-9617 | **Email:** [huctw.childcare@huctw.org](mailto:huctw.childcare@huctw.org) (by scan or cellphone photo)