

## **CITY OF WHITING, INDIANA**

### **STUDENT LOAN PAYMENT ASSISTANCE PROGRAM**

#### **1. PURPOSE**

The City of Whiting administration wishes to assist those employees who are paying down student loan debt resulting from college expenses of the employee. To that end, the City will provide limited direct payments to loan agencies on behalf of those employees who qualify and comply with the program requirements. The first payment of the program will commence January 1, 2021.

#### **2. ELIGIBILITY**

The Student Loan Payment Assistance Program is open to any full-time employee or regular part-time employees that average working between twenty (20) and thirty (30) hours per week in a six month period.

Elected officials, board and commission members, seasonal employees and part-time employees working less than twenty (20) hours per week do not qualify for the program.


#### **3. PROGRAM RULES**

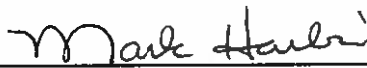
- A. The employee must complete the application form and return to his/her supervisor by December 1 of each year. This allows the Clerk-Treasurer to confirm availability of funds.
- B. The reimbursement amount is limited to no more than Three Thousand Dollars (\$3,000.00) which will be paid as follows: \$1,500.00 by January 8 and \$1,500.00 by July 8 each year there is an existing unpaid debt.
- C. A qualified employee must have worked for the City for the entire six (6) month period preceding the payout, with initial eligibility for those employees working for the City as of July 1, 2020.
- D. The employee must have attended a state accredited institution.
- E. The assistance will only be provided for loans resulting from the employee's education and not for the education of a spouse or other dependent.
- F. Employee must provide documentation from the loan institution, such as a monthly statement, which shows the employee is current with his/her loan payments.
- G. The employee must still be employed with the City at the time of payment.
- H. The payment shall be made directly to the loan agency and is intended to assist the employee in paying the debt down earlier.
- I. The payment is NOT a substitute for the monthly payment owed. The employee must continue to make regular monthly payments on the account even if the lender

applies the City payment to the current amount due. Failure to comply with this provision may result in termination and denial of current and future assistance.

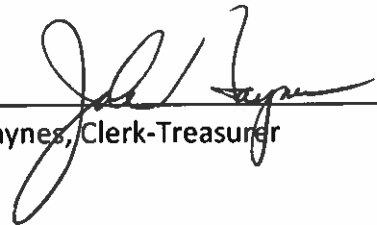
- J. Pyramiding of benefits is **not** permitted so an employee may only receive one benefit for education – either the tuition reimbursement or the student loan payment assistance.
- K. Employees should be aware that pursuant to **current** IRS regulations, the payment made directly to the loan agency will NOT result in a taxable benefit to the employee.
- L. The City reserves the right to limit the number of enrollees in any given year based on availability of funds.

So authorized and approved by the City of Whiting Board of Public Works and Safety this 4<sup>th</sup> day of AUGUST 2020.

  
\_\_\_\_\_  
Joseph M. Stahura, President

  
\_\_\_\_\_  
Mark Harbin, Member

  
\_\_\_\_\_  
Larry Jennings, Member

Attest:   
\_\_\_\_\_  
John Haynes, Clerk-Treasurer

**APPLICATION FOR CITY OF WHITING  
STUDENT LOAN PAYMENT ASSISTANCE PROGRAM**

Date of application: \_\_\_\_\_

Employee name: \_\_\_\_\_

Date of hire: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Name of Loan Agency: \_\_\_\_\_ Loan Number \_\_\_\_\_

Mailing address for payments: \_\_\_\_\_  
\_\_\_\_\_

Amount of loan due and owing at time of application: \_\_\_\_\_

I affirm that I have read the rules and regulations for the Student Loan Payment Assistance Program and am in compliance with them. I expressly understand that if I am NOT current in my loan payments, I will NOT be eligible for the program benefit for that six (6) month period.

\_\_\_\_\_  
Employee signature

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For office use only:

Date received by Supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date received by Clerk: \_\_\_\_\_

Signature of Clerk-Treasurer verifying availability of funds: \_\_\_\_\_

Verification by Clerk of current payment status: May 31 \_\_\_\_\_ December 31 \_\_\_\_\_

