



Tuition Waiver Program

Overview The University provides a tuition waiver program that allows eligible employees, their spouses and dependent children the opportunity to pursue a bachelor and/or masters degree at John Carroll. The waiver is based on the length of service accrued by the employee.

- Eligibility**
- All full-time employees are eligible on a graduated basis for tuition waiver when employment begins. If employed during a semester or summer session, eligibility will begin with the first full semester (or summer session following the beginning of employment.) This applies to second and third year, as well until the employee is 100% vested.
 - Full-time Faculty, Administrators, and Staff: Limited to two (2) courses during any one semester and one (1) course during each summer session.
 - Graduate Assistants are eligible for tuition benefits as of their date of employment.
 - Part-Time Faculty who teach for five (5) cumulative semesters are eligible to take one (1) course. Waivers will be forwarded to the Academic Vice President's Office for approval.
 - Spouses of eligible faculty, administrators, and staff are eligible for tuition up to a full-time course load (18 credit hours) per semester.
 - Children of eligible faculty and staff who are
 - 26 years of age or younger, and
 - Financially dependent upon their full-time JCU employed parent. Financial dependence is established prima facie if the child is claimed as such on the employee's federal income tax return. A copy of which must be submitted to the Office of Human Resources on a yearly basis.
 - If a child is not claimed as a tax-dependent, eligibility for tuition waiver may be requested in writing and established as an exception.
 - If the above criteria are met, tuition up to full-time course load (18 credit hours) per semester can be waived.
 - Retired employees, spouses and dependent children may be eligible if:
 - the JCU employee retired from full-time service at age 62 or older or retired because of total disability;
 - the JCU employee completed at least five (5) years of full-time continuous service; and
 - the child(ren) are
 - working towards a degree;
 - 26 years of age or younger; and
 - financially dependent upon their retired JCU parent.
 - Deceased JCU Employees (died while employed by JCU with 3 years or more of service): Tuition may be waived for dependent children and unmarried surviving spouse.
 - Deceased Retired Full-time Employees: Tuition may be waived for dependent children and unmarried surviving spouses.



Detail	<p>The tuition waiver benefit is prorated based on your completed years of service as follows:</p> <ul style="list-style-type: none">• 0 – 1 year of service = 50% tuition waived• 1 – 3 years of service = 75% tuition waived• 3 or more years of service = 100% tuition waived
How to Apply?	<ul style="list-style-type: none">• You must complete an Application for Tuition Waiver Form which is available at http://sites.jcu.edu/hr and submit to HR Department by the designated date (1st day of classes) for each semester/summer session.• JCU employees, spouses and dependents must complete the appropriate financial aid forms to determine federal and/or state eligibility.
Programs Not Eligible	<ul style="list-style-type: none">• Study Abroad• Distance Learning• School-based M.Ed. <p>Check with the Financial Aid Office as to eligibility of waivers for special programs or courses.</p>
Fees Waived	<ul style="list-style-type: none">• Full-time Employees and their Spouses: Fees waived including application, graduation, lab fees.• Dependent Children: Technology fee
Fees Not Waived	<ul style="list-style-type: none">• Full-time Employees and their Spouses: Returned check or library fees.• Dependent Children: Dependent room and board, all other fees.
Non-Credit Programs	<ul style="list-style-type: none">• Tuition and/or fees for non-credit programs waived if course or program is determined to be job-related and beneficial to the employee's work at JCU. Must be approved by Division VP and HR Department.
Other Programs Eligibility	<p>JCU employees with at least 3 years of continuous service are eligible to participate in the following programs for:</p> <ol style="list-style-type: none">1. Tuition Exchange Program - Determined by the employing (home) institution. Target for JCU usually between 8-10 students per class year (40 imports at any given time). A waiver determining eligibility must be completed to participate in this program. List of participating institutions can be found at http://www.tuitionexchange.org/schools.cfm2. Council of Independent Colleges Tuition Exchange Program (CIC-TEP) – Includes over 300 colleges and universities around the country. List can be accessed at www.cic.edu/tep/index.asp CIC-TEP benefits are automatically terminated at the end of the current term if employee drops below full-time employment. Jesuit Tuition Exchange (FACHEX) – Undergraduate tuition remission program,



usually for regular sessions, for children of eligible employees. Benefits are for the remission of full-time student tuition only. All room, board and fees are the responsibility of the student. For more information contact the Office of Financial Aid. List can be accessed at:

http://webmedia.jcu.edu/hr/files/2011/05/Participating_FACHEX_Schools.pdf

Tuition Waiver forms can be accessed at:

<http://sites.jcu.edu/hr/pages/hr-forms-and-documentation/>