



## 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.

### Eligibility

All full-time staff and administrators are eligible for tuition waiver in the first full term (semester or summer session) following the date 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.)

Employee: Limited to two (2) courses during any one semester and one (1) course during each summer session.

Spouses of eligible employees are eligible for tuition up to a full-time course load (19 credit hours) per semester.

Children of eligible staff and administrators who are

- 26 years of age or younger and working toward a degree
- 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 (19 credit hours) per semester can be waived.

Retired employees, their spouses and children are eligible for tuition waiver as they meet the earlier definition of dependency along with the following:

- 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
  - 26 years of age or younger, working toward a degree; and
  - financially dependent upon their retired JCU parent.

Deceased JCU Employees (died while employed by JCU with 3 years or more of service): Tuition will be waived for an unmarried surviving spouse and dependent children (if they meet the earlier stated definition of

dependency). Deceased Retired Full-time Employees: Tuition may be waived for dependent children and unmarried surviving spouses.

### **How to Apply?**

You must complete an Application for Tuition Waiver Form which is available at [www.jcu.edu/hr](http://www.jcu.edu/hr) and submit to the Office of Human Resources by the designated date (1<sup>st</sup> day of classes) for each semester/summer session.

JCU staff, administrators, their spouses and dependents must complete the appropriate financial aid forms to determine federal and/or state eligibility.

### **Programs Not Eligible**

Study Abroad  
Distance Learning  
School-based M.Ed.

Check with the Financial Aid Office as to eligibility of waivers for special programs or courses.

### **Fees Waived**

Full-time employees and their spouses: Fees waived including application, technology, graduation, and lab fees.

### **Fees Not Waived**

Full-time employees and their spouses: Returned check or library fees.

Dependent Children: Dependent room and board, all other fees.

### **Non-Credit Programs**

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 the Office of Human Resources.

### **Other Programs Eligibility**

JCU staff and administrators are also eligible to participate in the following tuition remission programs:

- 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 [www.tuitionexchange.org](http://www.tuitionexchange.org).
- Council of Independent Colleges Tuition Exchange Program (CIC-TEP) – Includes over 300 colleges and universities around the country. A list can be accessed at [www.cic.edu](http://www.cic.edu). 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.