

New Tuition Waiver Process for Spouse and Dependent Child Frequently Asked Questions

Q: What is changing?

A: The **Spouse and Dependent** tuition waiver process, including a newly designed on-line request form

Q: Why is it changing?

A: We want to improve the servicing of this benefit, take advantage of technology and increased Banner functionality, and also reduce the amount of paperwork

Q: Does this new process apply to employees who are enrolled in classes themselves?

A: No, this new process applies only to spouses and dependent child(ren) of employees who attend John Carroll. You can access that form at <http://sites.jcu.edu/hr/pages/hr-forms-and-documentation/>.

Q: Does this new process apply to the FACHEX and CIC/TEP Programs?

A: Yes, the process does apply. This would be step 1 of the exchange program process. Step 2 would be the completion of the exchange application form found at <https://jcu.edu.185r.net/survey/?id=223>

Q: Do I need to complete a form for each of my children and my spouse or can I submit one form for all of them?

A: You are required to submit a separate form for each child and your spouse.

Q: Will I still be required to submit a federal 1040 form to verify my dependents?

A: No, you will attest to this information on the online form, we expect to independently audit these from time to time.

Q: Do I need to complete a form for each semester that my spouse and/or dependent child enrolls?

A: No, the form only needs to be completed one time.

Q: Will this cover fall, spring and summer terms?

A: Fall and Spring awards will automatically renew for all full-time students. Students who enroll for summer classes must complete the summer aid application available on the Financial Aid website in early March each year.

Q: Will there be informational sessions for this new process?

A: Yes, there are two sessions scheduled in Rodman A on July 23rd at 3:00pm and September 19th at 1:00pm.

Q: When does the new process begin?

A: The new process will begin in Fall 2012 for the 2012-2013 Academic Year.

Q: What should I do if I have already filled out and submitted the old form for my spouse/dependent child/ren for Fall 2012.

A: If your spouse or dependent child/ren are new to the tuition benefit you will need to complete the new form found at <http://sites.jcu.edu/hr/pages/hr-forms-and-documentation/>. If they have participated in the benefit in the past then no action needs to be done.

Q: Where do I find the new form?

A: The new form can be found at <http://sites.jcu.edu/hr/pages/hr-forms-and-documentation/> under the Benefit Forms section.

Q: Who can I call if I have any questions?

A: You can call Candace Pluhar at x4976 or Bernadette Robinson at x4627.