



Tuition Waiver - JCU

“Grandparent Provision” Eligible full-time employees starting work before January 1, 2003, will be granted the full tuition remission as previously outlined in the Staff Handbook, effective, April 1, 1993.

Eligibility

1. Full-time employees, spouses and dependents 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 JCU employment. This applies to the second and third year, as well, until the employee is 100% vested (see #5 on next page). Likewise, an employee who terminates their employment during a semester or summer session, will lose their full tuition benefit for that session and will be requested to pay full tuition for the semester or summer session.
2. Graduate Assistants are eligible for tuition benefits as of their date of employment.
3. Under this policy, dependent children means those:
 - a. Working toward a degree;
 - b. 26 years of age or younger; and
 - c. 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 the income tax return listing the child as a dependent must be submitted to the Office of Human Resources. If a child is not claimed as a tax-dependent, eligibility for tuition waiver may be requested in writing and established as an exception. In order to qualify as an exception, a written explanation outlining the reasons must be submitted to and approved by the division vice president and the Office of Human Resources.
4. Retired employees, spouses and dependent children may be eligible for tuition waiver if:
 - a. The JCU employee retired from full-time service at age 62 or older or retired because of total disability; and
 - b. the JCU employee completed at least five (5) years of full-time continuous service; and
 - c. the child(ren) meet the qualifications in paragraph 3 above.
5. Tuition waiver will be based on continuous years of service completed at John Carroll University:
 - a. 0 - 1 year of service = 50% tuition waived
 - b. 1 - 3 years of service = 75% tuition waived
 - c. 3 or more years of service = 100% tuition waived.
6. Tuition waiver will not be granted unless a completed Application for Tuition Waiver Form is submitted to the Office of Human Resources by the designated date (first day of classes) for each semester/summer session. Waiver forms are available on the following website: <http://www.jcu.edu/fas/hrforms.htm>. A waiver will not be issued if forms are submitted after the due date. Employees/students will be responsible for all charges on their accounts.
7. All JCU employees, spouses and dependents must complete the appropriate financial aid forms to determine federal and/or state eligibility. Tuition will not be waived to the extent that external financial aid is available. In addition, JCU tuition waivers must be reimbursed should any spouse or dependent be eligible for outside tuition remission (i.e., through an employer).

Benefits and Terms

1. *Tuition waiver for eligible full-time employees* is limited to two (2) courses during any one semester and one (1) course during each summer session. Course attendance may not interfere with or conflict with work schedules. Therefore, unless an employee regularly works an evening schedule, tuition waivers

will not normally be granted for daytime classes. The division vice president and the Office of Human Resources must approve exceptions to this daytime restriction.

2. Tuition up to a full-time course load (18 credit hours) is waived for the *spouse and dependent children* of eligible full-time employees.
3. Future tuition charges are waived for *dependent children* of eligible full-time employees who have served at JCU for three (3) continuous years or longer and who die while employed by the university. Tuition may also be waived for *dependent children* and *unmarried surviving spouses* of deceased retired full-time employees.
4. Tuition and/or fee waivers apply to regular on-campus courses listed in the official JCU undergraduate or graduate bulletins. Some courses and programs, including but not limited to study abroad, distance learning, school-based M.Ed., etc., are not eligible for tuition waiver. Check with the Financial Aid Office as to the eligibility of waivers for special programs or courses.
5. All eligible employees, spouses and children should consult their tax advisors for the most recent information about the taxability of tuition waivers.

Fee Waiver

Fees are waived for eligible, full-time employees and their spouses. Except for the technology fee, fees are not waived for dependent children. Fees include application, graduation and lab fees but do not include returned check fees or library fines. In addition, monthly prepayment plan fees or deferred payment fees arising from payment of such things as dependent room and board are not waived.

Non Credit Programs

Tuition and/or fees for non-credit programs (i.e., continuing education) will not be waived for spouses or dependents. Such tuition and/or fees will not be waived for eligible employees unless the course or program is determined to be job-related and beneficial to the employee's work at JCU. Non-credit waivers must be pre-approved by the division vice president and the Office of Human Resources.

Programs Paid for by JCU

The tuition benefit applies only to courses listed in the official John Carroll undergraduate and graduate bulletins. There are some programs, notably in the education department, study abroad or distance education, which are held off campus or special campus arrangements must be made to accommodate them. If John Carroll is required to pay for special programs, tuition waiver will not be granted for these programs. The Financial Aid Office provides information regarding eligibility for tuition waiver on special programs.

Generally, tuition will not be waived to the extent that other programs pay for it. Recipients of tuition benefits are expected to apply for all federal and state funds available. All employees and dependents utilizing this benefit are expected to file the appropriate financial aid forms to determine outside aid eligibility. Duplication of tuition remission for any course must be reimbursed to the university from sources outside the university. Further information on aid procedures is available in the Financial Aid Office.

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