



## **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 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.)
- 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 Provost and 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**

The tuition waiver benefit is covered at 100% for current employees. New hires and dependents are eligible the first semester following date of hire.

### **How to Apply?**

- 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 (1<sup>st</sup> 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**

- 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 include; application, 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 HR Department.

**Other Programs**

Eligible JCU employees and their children may also participate in the following programs:

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.cfm>
2. 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](http://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.
3. 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](http://webmedia.jcu.edu/hr/files/2011/05/Participating_FACHEX_Schools.pdf)

All Tuition Waiver forms can be accessed at:

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