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| Policy: Tuition Waiver & Tuition Exchange Benefit Programs | Policy No: I-3.6 |
| Policy Owner(s): Human Resources | Original Date: 3/10/2006 |
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- I. **POLICY:** John Carroll University (JCU) offers tuition waiver and tuition exchange programs to full-time, benefits-eligible employees, eligible retirees, and/or their spouses and dependent children.
- II. **PURPOSE:** To explain the requirements, responsibilities and parameters of the tuition waiver and tuition exchange benefit programs and the conditions under which these benefits might be offered and forfeited.
- III. **SCOPE:** All employees and Eligible Retirees of John Carroll University

IV. DEFINITIONS:

Dependent Child: A current full-time employee’s or Eligible Retiree’s biological, step or adoptive child who is 26 years of age or younger and financially dependent upon their JCU-employed or retired parent. Financial dependence is defined under the Internal Revenue Service regulations and is established if the child is claimed as such on the employee’s federal income tax return in that year tuition waiver is sought. In the instance of a death of an employee with three (3) or more consecutive years of full-time service, children 26 years of age or younger and who are dependent on the surviving spouse may be considered a Dependent Child under this policy at the discretion of the Divisional Vice President and Human Resources.

Eligible Retiree: A former John Carroll University full-time employee who meets any one of the following conditions:

1. Retired from service with the University at age 62 or older and five (5) years of full-time continuous service; or
2. Retired from the University under the terms of the 2017 Staff Voluntary Early Retirement Program, the 2020 Faculty Voluntary Retirement Program, and 2020 Staff Voluntary Retirement Program; or
3. Terminated employment because of total disability and completed at least five (5) years of full-time continuous service.

Spouse: A legally married spouse as recognized under the prevailing and enforced laws in the State of Ohio.

V. ELIGIBILITY:

- A. Full-time employees, their Spouses and their Dependent Children are eligible for the tuition benefit the first full semester (or summer session) following the employee's hire date. Part-time Faculty who have taught for five (5) cumulative semesters and are actively teaching are eligible to take one (1) course at the University every twenty-four (24) months provided they are actively teaching during the time they are taking the course. Waivers for Part-time Faculty will be forwarded to the Provost and Academic Vice President's Office for approval.
- B. An employee who terminates employment during the first half of the semester or first half of summer session will forfeit their full tuition benefit for that semester or session. Employees in this situation are required to inform Human Resources.
- C. Eligible Retirees as defined in this Policy, their Spouses, and their Dependent Children are eligible for tuition benefit.
- D. Upon retirement, an Eligible Retiree must identify their Spouse and Dependent Children in order to qualify for future tuition waiver and tuition exchange program benefits under this policy.
 - 1. Upon notification to the University of retirement, each Eligible Retiree will be asked by Human Resources to identify by name and social security number any Spouse or Dependent Children who may be eligible for tuition waiver or exchange benefits as the dependent of an Eligible Retiree.
 - 2. Documentation verifying eligibility of the Spouse and Dependent Children will be required at the time of application for the tuition waiver or tuition exchange benefit.
- E. Tuition benefits may be provided for Dependent Children and the surviving un-remarried Spouse of JCU employees who died while employed by the University and accumulated three (3) or more consecutive years of full-time service, in the discretion of the Divisional Vice President and Human Resources.
- F. Applicants for tuition benefits must meet the established admission and academic requirements of the University. The admission decision is separate from the tuition waiver eligibility.

VI. PROCESS & PROCEDURES:

- A. Tuition benefits will be granted if the appropriate completed application forms (i.e. Tuition Waiver/Employees form or Tuition Benefit Application for Spouse/Dependents form and/or Tuition Exchange Programs Application) are submitted to the Human Resources Department by the designated deadlines for each semester/summer session as applicable or as required by the exchange program. Benefit forms are available on the following website: <http://sites.jcu.edu/hr/pages/hr-forms-and-documentation-2/>
- B. Employees and Eligible Retirees must verify on the benefit application that the employee, Eligible Retiree, Spouse and/or Dependent Child meets all of the eligibility requirements for the tuition benefit, including financial dependence as applicable for each year the tuition benefit is requested.
 - 1. Documentation required to verify an eligible Dependent Child includes the child's birth certificate and the applicable portion of the employee's (or Eligible Retiree's) current Federal Form 1040 U.S. Individual Tax Return.
 - 2. Documentation required to verify an eligible Spouse includes a valid marriage certificate and the applicable portion of the employee's current Federal Form 1040 U.S. Individual Tax Return. If the employee's or Eligible Retiree's Spouse files a separate Federal Form 1040 U.S. Individual Tax Return, a copy of the applicable portion of that current return must also be submitted at time of application.
- C. Misrepresentation of eligibility for tuition benefits will result in permanent revocation of this tuition benefit, and the obligation to repay tuition benefits for the employee, Eligible Retiree, Spouse, and/or Dependent Children.
- D. The benefit will be denied if all required tuition benefit request forms and documentation are not submitted, or submitted after the designated due date.
- E. If a Dependent Child is not claimed as a tax dependent but is dependent upon the employee or Eligible Retiree, eligibility for tuition benefit may be requested in writing and established as an exception. Proof of relationship also will be required. In order to qualify as an exception, a written explanation -- providing evidence of the child's dependence on the employee or Eligible Retiree and the reasons for the request -- must be submitted to and approved by the Divisional Vice President and Human Resources Department.
- F. To be eligible for tuition benefits, employees, Eligible Retirees, Spouses and Dependent Children are strongly suggested to complete the Free Application for Student Aid (FAFSA) form to determine federal and/or state eligibility on an annual basis.
 - 1. The Tuition benefit will be reduced by all funding that is tuition specific including state, federal, institutional and outside sources of aid.

2. JCU tuition benefits must be reimbursed should any Spouse or Dependent Child be eligible for outside tuition waiver (i.e., through another employer).
3. The JCU tuition benefits will either replace and/or be reduced to reflect any other source of institutional funding including merit.
4. Institutionally controlled donor funding as well as federal and state aid beyond loans can be used to offset billed campus housing expenses. Upon a student's change in housing status, the funding will reduce the tuition benefit. The exception being donor funds specifically designated to support travel, living expenses or experiential learning. Outside Scholarships awarded to students from an external source can be used to offset expenses beyond tuition.

VII. SPECIFIC TERMS FOR JCU TUITION WAIVERS:

- A. This section provides specific terms applicable to tuition waiver for enrollment at JCU by employees and Eligible Retirees, and their Spouse or Dependent Children.
- B. Tuition waiver for JCU for eligible full-time employees is limited to two (2) courses at JCU during any one semester and one (1) course during each summer session.
- C. Course attendance may not interfere with or conflict with an employee's regular work schedule. Therefore, unless an employee regularly works an evening schedule, tuition waivers will normally not be granted for daytime classes. The Divisional Vice President and the Human Resources Department must approve exceptions to the daytime restriction.
- D. Tuition up to a full-time course load (18 credit hours) is waived for 1) Eligible Retirees and 2) the Spouse and Dependent Children of eligible full-time employees and Eligible Retirees. The cost for tuition beyond 18 credit hours will be the responsibility of the benefit recipient.
- E. Under certain circumstances, the tuition benefits may be taxable income to the employee, as provided by federal and state law. All eligible employees, Eligible Retirees, Spouses and Dependent Children should consult their tax advisors for the most recent information about the taxability of tuition waivers.
- F. Fees are waived for an eligible full-time employee and their Spouse, as well as an Eligible Retiree and their Spouse. However, Dependent Children will be responsible for specified fees and charges. In addition, monthly pre-payment plan fees or deferred payment fees arising from payment of such things as Dependent Children room and board are not waived. Waiver covers only tuition, unless specified. Any other costs (i.e. housing,

expenses etc.) are the responsibility of the enrolled student, eligible employee, and/or Eligible Retiree and must be paid in accordance with University procedures.

- G. Tuition and/or fees for non-credit programs (i.e., continuing education) at JCU will not be waived for Spouses or Dependent Children. Such tuition and/or fees will not be waived for eligible employees unless the course or program is determined by the employee's direct supervisor to be job-related and beneficial to the employee's work at JCU. Non-credit waivers must be pre-approved by the Divisional Vice President and the Human Resources Department.
- H. The tuition waiver for JCU applies only to courses at JCU listed in the official John Carroll University undergraduate and graduate bulletins. Programs including, but not limited to, study abroad, school-based M.Ed, distance learning education and other special arrangement programs requiring payment to a non-JCU entity generally are not eligible for tuition waiver under this policy. Employees and Eligible Retirees should consult with the Financial Aid Office regarding programs that are eligible for tuition waiver.
- I. Tuition will not be waived to the extent that other programs pay for tuition.

VIII. TUITION EXCHANGE PROGRAMS:

- A. Eligible full-time employees and Eligible Retirees and their Spouse and Dependent Children may apply to participate in any exchanges in which the University participates, including the Jesuit Faculty and Staff Children Exchange Program (FACHEX), the Council of Independent Colleges Tuition Exchange Program (CIC-TEP) and the Tuition Exchange Program (TEP).
- B. Receipt of tuition benefits via the University's sponsored exchange programs is highly competitive and limited by overall participation in the exchange programs as determined by the participating institutions. Access to tuition benefits through any exchange program is in no way guaranteed, even if the student is admitted to the participating exchange institution.
- C. The University's continued participation in any tuition exchange program is not guaranteed. The University reserves the right to discontinue, add or alter participation in any tuition exchange program. Similarly, the exchange programs reserve the right to discontinue or modify their participation rules and programs at any time.
- D. JCU's current participation in exchange programs is as described below:
 - 1. The University participates in a Jesuit Faculty and Staff Children Exchange Program (FACHEX), which is an undergraduate tuition remission program for Dependent Children of eligible full-time employees. It permits a limited number of children eligible for tuition at

the home institution to receive the same benefit from 26 other Jesuit colleges and universities. The benefits are for the remission of tuition only.

- a. Students participating in the program are expected to pay all fees and room and board charges assigned by the institution receiving the student. Generally, the tuition remission pertains to the regular sessions only, and not summer sessions.
 - b. Under certain circumstances, the receiving institution may grant waivers for summer session tuition. This benefit pertains to full-time students only and is at the discretion of the receiving institution.
 - c. Tuition benefits are available under the FACHEX program according to the terms and conditions outlined by the FACHEX program.
 - d. Additional information about FACHEX, including a list of participating schools, is available through the Office of Undergraduate Admissions.
2. The University participates in the Council of Independent Colleges Tuition Exchange Program (CIC-TEP).
- a. Tuition benefits are available under the CIC-TEP program according to the terms and conditions outlined by the CIC-TEP program.
 - b. Information regarding this benefit, including a list of participating institutions, can be accessed at www.cic.edu or by contacting the Office of Undergraduate Admissions.
3. The University participates in the Tuition Exchange Program (TEP). Eligibility is determined by the employing (home) university.
- a. Tuition benefits are available under the TEP program according to the terms and conditions outlined by the TEP program.
 - b. Information regarding this benefit, including a list of participating institutions, can be accessed at <http://www.tuitionexchange.org/> or by contacting the Office of Undergraduate Admissions.
- E. To determine eligibility for FACHEX, CIC-TEP or TEP, a waiver form must be completed. These forms are available at <http://sites.jcu.edu/hr/pages/hr-forms-and-documentation-2/> or in the Human Resources Department.