

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

date.

- E. If a [Dependent Child](#) is not claimed as a tax dependent but is dependent upon the employee, [Eligible ROTC Personnel](#), 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 -- dependence on the employee, [Eligible ROTC Personnel](#), 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 ROTC Personnel](#), [Eligible Retirees](#), [Spouses](#) and [Dependent Children](#) are strongly suggested

credits being taken at one time without supervisory approval.

- 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 each semester for 1) [Eligible Retirees](#) and 2) the [Spouse](#) and [Dependent Children](#) of eligible full-time employees, [Eligible ROTC Personnel](#), 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 recipient, as provided by federal and state law. All eligible employees, [Eligible ROTC Personnel](#), [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, [Eligible ROTC Personnel](#), 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 -related -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, distance learning education and other special arrangements

- 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.
- F. 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.