

## Attachment II - Summary of Tuition Waiver Provisions

	<u>Employee</u>	<u>Spouse and Domestic Partner</u>	<u>Dependent Child</u>
<b>Eligible Participants</b>	<p><b>Faculty</b> with the rank of Professor, Associate Professor, Assistant Professor, Senior Instructor, Instructor, and Lecturer and have an appointment specifying a salary paid through CWRU that is 50% or more of their full-time equivalent salary.</p> <p><b>Staff</b> who are regular employees who work half-time or more.</p> <p><b>Retirees</b> with at least ten years of service and all emeriti faculty.</p> <p>Employees on <b>Long Term Disability</b></p>	<p>Spouses or certified domestic partners of employees with at least one year of service at the beginning of the semester for which a waiver is requested. The one-year waiting period is waived for employees who had appointments at another higher education institution for more than one year.</p> <p>Spouses or certified domestic partners of retirees with at least ten years of service and emeriti faculty.</p> <p>Spouses or certified domestic partners of deceased employees for five years after the employee's death or until remarriage or new domestic partnership, whichever occurs first.</p>	<p>Dependent children must be:</p> <p>(1) son or daughter (either natural or legally adopted); or stepson or stepdaughter; or foster child who is a member of the employee's household and whose principal residence is with the employee; or children of employees' domestic partners who meet all the requirements in the Affidavit of Domestic Partnership for Certification of Dependent Children, who are included in the listing of Dependent Children on that Affidavit, and who meet all eligibility requirements for Tuition Waiver, <b>and</b></p> <p>(2) Under 30 years of age at the beginning of the semester for which the tuition waiver is requested; <b>and</b></p> <p>(3) Currently a "dependent child" under IRS definitions. Children of employees' domestic partners must satisfy the same criteria outlined in the definition.</p> <p>Dependent children for eight years after the death or retirement of the employee or until legal adoption, whichever occurs first.</p>
<b>Point of Eligibility</b>	<p>Must be employed as of August 1st - Fall, January 1st - Spring, or June 1st - Summer.</p> <p>If employment ceases prior to October 15th - Fall, March 15th - Spring, or July 15th - Summer, the tuition waiver is revoked and the employee is personally responsible for the balance due to CWRU.</p>	<p>The semester following one year of employment with CWRU. Employment with other accredited colleges and universities, or related research experience, can be applied to meet the one year of service requirement.</p>	<p>Same as for employee.</p>
<b>Student Status</b>	<p>All, except students in certificate programs, continuing education courses, and audited courses (See policy Section IV-7a for details). Tuition waivers will be granted for the following semester only when the recipient is academically eligible to register.</p>	<p>Degree &amp; Non-degree Candidates; Tuition waiver not available to Non-degree candidates in summer. Tuition waivers will be granted for the following semester only when the recipient is academically eligible to register.</p>	<p>Degree candidates matriculated at CWRU only. Tuition waivers will be granted for the following semester only when the recipient is academically eligible to register.</p>
<b>Limit Per Term</b>		<p>None</p>	<p>None</p>
<b>Full-time (37.5 hrs/wk)</b>	6 credit hours fall and spring; 3 credit hours summer		
<b>Three-fourths time (28-37.4 hrs/wk)</b>	4.5 credit hours fall and spring; 2.25 credit hours summer		
<b>Half-time (18.75-27.9 hrs/wk)</b>	3 credit hours fall and spring; 1.5 credit hours summer		

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	<u>Employee</u>	<u>Spouse and Domestic Partner</u>	<u>Dependent Child</u>
<b>Limit Per Person</b>	None	Eight full-time semesters, or equivalent period of part-time study up to the number of credit hours required to complete the degree program, as defined by the program's Department and/or School.	Eight full-time semesters, or equivalent period of part-time study up to the number of credit hours required to complete the degree program, as defined by the program's Department and/or School.
<b>Tuition Covered</b>	Full tuition. Other charges are not covered.	Undergraduate, graduate/professional degree & non-degree programs – tuition waived at 50% undergraduate tuition rate if matriculated at CWRU; 25% undergraduate tuition rate if not.  Benefits to a new spouse or domestic partner will be reduced by any benefits already provided to a former spouse(s) or domestic partner(s), regardless of the elapsed time between the two.  For part-time employees, waiver amount will be pro-rated based on Benelect eligibility.	Full undergraduate tuition waived.  Graduate/Professional program tuition waived at 50% undergraduate tuition rate.  Non-degree study is not eligible for tuition waiver.  If a dependent child has received essentially comparable tuition benefits because of his/her parent's association with another institution, the tuition waiver benefits will be reduced by the prior benefit.  For part-time employees, waiver amount will be pro-rated based on Benelect eligibility.
<b>Deadlines</b>	Tuition waiver applications must be received by September 30 <sup>th</sup> – Fall, February 28 <sup>th</sup> – Spring, or July 1 <sup>st</sup> – Summer. <b>Tuition waiver applications will not be accepted beyond this deadline and the employee will be personally responsible for all tuition and fees.</b> The Benefits Office must be notified immediately when adding, changing, or dropping courses.	Same as for employee.	Same as for employee.
<b>Taxable Waivers</b>	A waiver benefit for coursework in pursuit of a graduate level degree <u>may</u> be taxable to the employee.  A waiver benefit for non-degree graduate coursework <u>may</u> be taxable to the employee.  If an employee is pursuing job-related course of study or taking job-related courses, an <a href="#">Affidavit of Qualification for Tuition Waiver Tax Exemption</a> is available.	A waiver benefit for course work in pursuit of a graduate level degree <u>is</u> taxable to the employee.  A waiver benefit for non-degree graduate coursework <u>is</u> taxable to the employee.  A waiver benefit for any course work taken by domestic partners <u>is</u> taxable to the employee.	A waiver benefit for course work in pursuit of a graduate level degree <u>is</u> taxable to the employee.  A waiver benefit for any course work taken by dependents of employees' domestic partners <u>is</u> taxable to the employee.  Non-degree coursework is <u>not</u> eligible for tuition waiver.