

UNIVERSITY POLICY

Tuition Remission Policy

Policy Type:
Policy Owner:

Mints: Total Rewards University Wide Eligibility Requirement

- **Full-time employees (faculty and staff):** working minimum of 7.5 hours/week for at least nine months of the year.
 - Tuition Remission is covered at the undergraduate/graduate level on certain eligible post-baccalaureate credit-bearing certificate programs with 2 or more credits with a URG

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Students who turn in 6 during a semester will be allowed to finish the semester using tuition remi

- *Other financial aid and awards*

- Employees and dependents who will receive the Tuition Reimbursement benefit for an undergraduate degree program are required to complete the Free Application for Federal Student Aid (FAFSA) by March 1 each year they plan to enroll. Students may qualify for state and federal financial aid to help cover tuition and other costs. Indiana state aid programs are restricted to tuition and fees and will be coordinated with the TR benefit. If you have questions about filing the FAFSA, please contact the Office of Financial Aid.
- Other merit scholarships or institutional grants including JCA College of the Arts Award and the tuition reimbursement award as institutional aid is restricted to tuition.

- Employees and dependent qualified participants must demonstrate relationship with legally married

spouse or partner for the purpose of the tuition certification for dependents

- Benefits (tuition, room, and board are not covered)

c. Eligibility must be established for each qualified and eligible spouse or dependent. The following required documentation for eligibility must be uploaded with the tuition remission authorization form:

- Marriage certificate for spouse
- Birth certificate for dependents

d. A non-refundable fee of \$ 5 must be submitted via check or cash to the Office of Student Accounts. Electronic payment of fee may be submitted via E-Pay. Fees are non-refundable and must be paid before tuition remission is processed.

Upon completion of the above procedures, your application will be reviewed and a decision rendered.