

TUITION WAIVER POLICY

Concordia University

This Tuition Waiver Policy is effective November 15, 2018. All previous tuition benefit plans and policies are null and void. This benefit is not retroactive.

A full-time Employee who signed an agreement/offer letter or started employment (and has been continuous) **before or on November 5, 2003** will be considered for a 100% tuition waiver.

Employment Eligibility

A full-time Employee who signs an agreement/offer or starts employment (and has been continuous) after November 5, 2003 will be considered for a Tuition Waiver for themselves as dictated by the table below. A full time employee is any employee who is scheduled or contracted to work 40 hours per week. A part-time Employee is considered anyone who is defined by the Office of Human Resources to be employed regularly, this policy excludes any person who is employed via a contract, is a temporary employee, or is a graduate assistant. Part time employee's spouse and dependent children are not eligible for the tuition waiver. The spouse and/or dependent of said employee will receive a Tuition Waiver according to the following criteria:

- If less than one year of employment is completed by the first day of class, 30% tuition waiver is awarded.
- When one full year of employment is completed by the first day of class, 60% tuition waiver is awarded.
- When two full years of employment are completed by the first day of class, 90% tuition waiver is awarded.

	UG	MASTER'S	Online	Ed.D. (CU Full-Time Staff Only)
Employee	90%	90%	75%	50%
Spouse	30/60/90	30/60/90	75%	x
Dependent*	30/60/90	X	75%	x
Adjunct	50%	50%	50%	x

*additional 10% if dependent lives on campus (*permitting space is available*)

No "stacking" of funds in any circumstance where the Tuition Waiver is awarded.

Essentially no "stacking" means:

- The amount of the Tuition Waiver will be determined after 100% of Concordia institutional aid (such as Academic Scholarships, Concordia Grants) has been awarded to the student's account.
- The amount of the Tuition Waiver will be determined after 100% of Concordia institutional aid (such as Academic Scholarships, Concordia Grants); outside sources, such as scholarships and grants from the state and federal have been awarded to the student's account.
- The cost of books, fees, and room and board (if applicable) is the responsibility of the student.
- Standard Academic Progress (SAP) eligibility rules apply. A student with a CGPA less than 2.0 is not eligible for the tuition waiver.

However one exception does exist, when an outside source scholarship, such as scholarships and grants from Congregations and Districts, community affiliates, etc., is earned with no assistance of Concordia the award will be stacked for dependent students only.

Application Process for Tuition Waiver

(All are needed before the waiver can be applied)

Submit the following Financial Aid requirements:

1. Create an FSA ID, which will provide you access to Federal Student Aid's online systems and can serve as your legal signature. If you have done this already or in years past, please skip to #2 to complete your annual
2. Free Application for Federal Student Aid (FAFSA) – **ANNUAL**. This can be completed via the web (www.fafsa.gov).
 - Concordia University Ann Arbor federal school code is 002247.
 - Concordia University Wisconsin federal school code is 003842.
3. Verification Form. If your application is selected for verification, the Financial Aid office will notify you. The Verification form is available on the website. Complete this form and send it to the Financial Aid office with a SIGNED copy of your federal tax transcript.
4. Tuition Waiver Request Form (located within the Portal). Complete and route for signatures. This form will be filed in the Financial Aid office.
5. Register for your course(s).
6. Allow up to 5 business days for your waiver amount to be posted. You can verify this by checking your statement from the Cashier's Office to ensure the waiver was posted. If not, bring your statement to the FA office for review.

A. EMPLOYEE TUITION WAIVER

1. Full-time Employee

A full-time employee will be considered for a tuition waiver for themselves of up to 36 Concordia credits per academic year. The academic year consists of a 12 month period. The waiver applies to traditional and accelerated undergraduate and graduate programs. Online Coursework is discounted pertinent to years of experience, not to exceed 75% (independent studies fees not covered). Continuing Education courses that are pre-discounted (not full tuition rate) are not covered by a waiver in this policy. Only full-time staff may apply to use the employee tuition waiver toward the Ed.D. program. (Support toward the terminal degree of full-time faculty is managed through a distinct and separate policy administered through the Vice Provost of Faculty Affairs.)

2. Part-time Employee

A part-time employee will be considered for a tuition waiver for themselves of up to 18 Concordia credits per academic year. The academic year consists of a 12 month period. The waiver applies to traditional and accelerated undergraduate and graduate programs. Online Coursework is discounted pertinent to years of experience, not to exceed 75% (independent studies fees not covered). Continuing Education courses that are pre-discounted (not full tuition rate) are not covered by a waiver in this policy.

Specifics of eligibility

- The employee/student must be currently employed at Concordia University. There is no accrued benefit carried forward when an employee/student is no longer employed at Concordia.
- The course(s) must not conflict with work responsibilities.
- A supervisor or school dean must sign the approval form before a waiver is granted.
- The cost of books, fees, and materials is the responsibility of the student.
- The tuition waiver is offered on a "space available" basis. Waiver students do not count toward reaching a course's minimum enrollment; AND will be dropped if the course enrollment limit is reached.
- A full-time employee/student is not eligible for the university Global Education Grant.
- Total institutional financial aid cannot exceed tuition charges for any student receiving a tuition waiver.

FOR FULL-TIME STAFF APPROVED FOR THE CU Ed.D. LICHI PROGRAM

- Ed.D. cohort admission decisions for eligible CU staff will not be made until one month prior to scheduled cohort start date.
- Eligible CU staff members may not represent >25% of an Ed.D. cohort's total enrollment. If there are more staff applicants than available slots, staff will be chosen according to total years of service at CU.
- Admitted CU staff members will sign an acknowledgment of total tuition waiver discount received at the start of each academic term during the Ed.D. program.
- Admitted CU staff members will be required to serve a minimum of three years at CU following the completion of the program or will be obligated to repay the university the total amount of the tuition discount received (or a prorated portion if one or more of the required three years of service has been completed at that time).

NOTE: This policy does not apply to full-time faculty members earning terminal degrees as a condition of employment; the Faculty Handbook contains the appropriate policy. Full-time faculty members are not eligible to enroll in Concordia University doctoral programs.

B. SPOUSE OF EMPLOYEE TUITION WAIVER

1. Full-time Employee's Spouse

A full-time employee's spouse will be considered for a tuition waiver of up to 18 Concordia credits per academic year. The academic year consists of a 12 month period. The waiver applies to all semesters for the traditional undergraduate, accelerated undergraduate, and graduate students. Online Coursework is discounted pertinent to years of experience, not to exceed 75% (independent studies fees not covered). Continuing Education courses that are pre-discounted (not full tuition rate) are not covered by a waiver in this policy.

Specifics of eligibility:

- The spouse of the employee applying for the tuition waiver must be currently employed at Concordia University. There is no accrued benefit carried forward when an employee is no longer employed at Concordia.
- The cost of books, fees, and materials is the responsibility of the student.
- The tuition waiver is offered on a "space available" basis. Waiver students do not count toward reaching a course's minimum enrollment; AND will be dropped if the course enrollment limit is reached.
- An Employee's spouse is not eligible for the university Global Education Grant.
- Total institutional financial aid cannot exceed tuition charges for any student receiving a tuition waiver.

C. DEPENDENT CHILD OF EMPLOYEE WAIVER

Full time Employee's Dependent Child of Employee

Effective Fall 2004 for all employees, regardless of years of employment, there will be no "stacking" of funds.

- The cost of books, fees, and room and board is the responsibility of the student.
- Concordia Academic Scholarships, Concordia Scholarships for Room and Board and outside sources, such as scholarships and grants from Congregations and Districts, community affiliates, etc, are awarded first. The Child of Employee Waiver is awarded to enable the total grant and scholarship aid to equal the cost of tuition.
- An Employee's Dependent is not eligible for the Concordia Global Education Grant.
- Continuing Education courses and Independent Study classes are not included in this policy.
- Tuition for coop programs and visiting student programs is waived only to the extent of the percentage of tuition waiver benefit.

However one exception does exist to stacking, when an outside source scholarship is earned with no assistance of Concordia the award will be stack for dependent students only.

The Employee may choose to accept either the Concordia academic scholarship awarded or the dependent child of employee waiver, but not both.

The Dependent Child of an Employee tuition waiver policy applies only to a **Concordia University full-time, degree-seeking, student enrolled in the traditional undergraduate program and earning his/her first bachelor's degree.** A child's dependency status is determined by the United States Department of Education (DOE) regulations; currently the DOE assumes a child age 24 or older or married is not a dependent. This benefit applies only to current employees. There is no accrued benefit carried forward when an employee is no longer employed at Concordia.

NOTE: For all other external tuition exchange programs please visit your Portal page at my.cuw.edu / my.cuaa.edu for more details and eligibility requirements for each. If eligible for these you will also need to meet with the Director of Financial Aid before any applications can be sent. SEE APPENDIX (page 7)

D. ADJUNCT FACULTY TUITION WAIVER

1. Adjunct Faculty

An adjunct faculty employee will be considered for a tuition waiver for themselves of one class per semester and up to three classes per year at a 50% waiver in a semester in which they are teaching. The number of eligible semesters that a class can be taken and taught in depends on the calendar that the class being taught by the adjunct is in. The academic year consists of a 12 month period. The waiver applies to traditional and accelerated undergraduate and graduate programs. Online Coursework is discounted pertinent to years of experience, not to exceed 50% (independent studies fees not covered). Continuing Education courses that are pre-discounted (not full tuition rate) are not covered by a waiver in this policy.

Specifics of eligibility

- The employee must be an adjunct faculty employed at Concordia University Wisconsin in the same semester of the waiver. There is no accrued benefit carried forward when an employee/student is no longer employed at Concordia.
- The course(s) must not conflict with work responsibilities.
- A school dean and/or immediate supervisor must sign and endorse the approval form before a waiver is granted.
- The cost of books, fees, and materials is the responsibility of the student.
- The tuition waiver is offered on a "space available" basis. Waiver Students do not count toward reaching a course's minimum enrollment. Waiver students will be dropped if the course enrollment limit is reached.
- Total institutional financial aid cannot exceed tuition charges for any student receiving a tuition waiver.

APPENDIX

Employment Eligibility for External Tuition Exchange Programs

Qualifications: Qualified Dependent students of full time employees can apply to receive full tuition wavier benefits at member schools. Availability is limited (number of slots varies each year) and based on years of service. Students are encouraged to apply by December 1st prior to attending. Applications and additional program information can be obtained from the Portal (my.cuw.edu) or the Director of Financial Aid.

Length of Employment: Full-time Employee (FTE) must serve 5 consecutive years for dependent to be applicable for outside tuition exchange programs

Consortium of Tuition Programs

- [Council of Independent Colleges Tuition Exchange Program](#)
- [The Tuition Exchange \(Member Schools\)](#)