TUITION WAIVER POLICY
Concordia University Wisconsin

This Tuition Waiver Policy is effective November 5, 2003. All previous tuition benefit plans and policies are null and void. This benefit is not retroactive.

Employment Eligibility

A full-time Employee who signs a contract or starts employment after November 5, 2003 will be considered for a Tuition Waiver for themselves equal to 75% of the cost of the class. 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, no tuition waiver.
- When one full year of employment is completed by the first day of class, 25% tuition waiver is awarded.
- When two full years of employment are completed by the first day of class, 50% tuition waiver is awarded.
- When three full years of employment are completed by the first day of class, 75% tuition waiver is awarded.
- 75% is the maximum tuition waiver awarded.

A full-time Employee who signed a contract or started employment before or on November 5, 2003 will be considered for a 100% tuition waiver.

Effective Fall 2004 for all employees, there will be 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 CUW Academic Scholarships, CUW Grants and outside sources, such as scholarships and grants from Congregations and Districts, community affiliates, etc, 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.

However one exception does exist, when an outside source scholarship is earned with no assistance of CUW the award will be stack for dependent students only.
An Employee's Dependent is not eligible for the CUW Global Education Grant. Independent Study classes are not considered for a Tuition waiver. Continuing Education classes are not considered for a Tuition waiver. Tuition for coop programs and visiting student programs is waived only to the extent of CUW tuition. Standard academic progress eligibility rules apply. A student with a CGPA less than 2.00 is not eligible for the tuition waiver.

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 CUW credits per academic year. The academic year consists of a 12 month period. The waiver applies to traditional and adult education undergraduate and graduate programs. An employee taking a class in the Accelerated and Continuing Education program receives the tuition waiver minus the cost of books. The tuition waiver for an E-Learning course is 50% of the course tuition. Continuing Education courses are not included in this policy.

2. **Part-time Employee**

A part-time employee will be considered for a tuition waiver for themselves of up to 18 CUW credits per academic year. The academic year consists of a 12 month period. The waiver applies to traditional and adult education undergraduate and graduate programs. An employee taking a class in the Accelerated and Continuing Education program receives the tuition waiver minus the cost of books. The tuition waiver for an E-Learning course is 50% of the course tuition. Continuing Education courses are not included in this policy.

**Specifics of eligibility**

- The employee/student must be currently employed at Concordia University Wisconsin. There is no accrued benefit carried forward when an employee/student is no longer employed at CUW.
- 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. Waiver students 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.
The application process is:

- Submit the following Financial Aid requirements **annually**:

1. Free Application for Federal Student Aid (FAFSA). This can be completed via the web ([www.fafsa.gov](http://www.fafsa.gov)) or by submitting the paper application. Concordia University Wisconsin’s federal school code is 003842.
2. Tuition Waiver Request Form. Complete and route for signatures. This form will be filed in the Financial Aid office.
3. Verification Form. If your application is selected for verification, the Financial Aid office will notify you. The Verification form is available online at [http://www.cuw.edu/finaid/undergrad/application_forms.htm](http://www.cuw.edu/finaid/undergrad/application_forms.htm). Complete this form and send it to the Financial Aid office with a SIGNED copy of your federal tax transcript.
4. Register for your course(s).
5. Check your statement from the Cashier’s Office to ensure the waiver was posted. If not, bring your statement to the FA office for review.

**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 CUW credits per academic year. The academic year consists of a 12 month period. The waiver applies to all semesters for the traditional undergraduate, adult education, and graduate students. An employee's spouse taking a class in the Accelerated and Continuing Education program receives the tuition waiver minus the cost of books. The tuition waiver for an E-Learning course is 50% of the course tuition. Continuing Education courses are not included in this policy.

**Specifics of eligibility:**

- The spouse of the employee applying for the tuition waiver must be currently employed at Concordia University Wisconsin. There is no accrued benefit carried forward when an employee is no longer employed at CUW.
- 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.
- 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.
The application process is:

- Submit the following Financial Aid requirements annually:
  
1. Free Application for Federal Student Aid (FAFSA). This can be completed via the web (www.fafsa.gov) or by submitting the paper application. Concordia University Wisconsin’s federal school code is 003842.
2. Tuition Waiver Request Form. Complete and route for signatures. This form will be filed in the Financial Aid office.
3. Verification Form. If your application is selected for verification, the Financial Aid office will notify you. The Verification form is available online at http://www.cuw.edu/finaid/undergrad/application_forms.htm. Complete this form and send it to the Financial Aid office with a SIGNED copy of your federal tax transcript.
4. Register for your course(s).
5. Check your statement from the Cashier's Office to ensure the waiver was posted. If not, bring your statement to the FA office for review.

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.
- CUW Academic Scholarships, CUW 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 CUW Global Education Grant.
- Continuing Education courses and Independent Study classes are not included in this policy.

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

The Employee may choose to accept either the CUW 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 WI (CUW) 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 CUW.

The application process for an Incoming/Returning Dependent Student(s) is:

- Submit the following Financial Aid requirements **annually**:

  1. Free Application for Federal Student Aid (FAFSA). This can be completed via the web (www.fafsa.gov) or by submitting the paper application. Concordia University Wisconsin’s federal school code is 003842.
  2. Tuition Waiver Request Form. Complete and route for signatures. This form will be filed in the Financial Aid office.
  3. Verification Form. If your application is selected for verification, the Financial Aid office will notify you. The Verification form is available online at http://www.cuw.edu/finaid/undergrad/application_forms.htm. Complete this form and send it to the Financial Aid office with a SIGNED copy of your federal tax transcript.
  4. Check your statement from the Cashier's Office to ensure the waiver was posted. If not, bring your statement to the FA office for review.

**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 adult education undergraduate and graduate programs. An adjunct faculty employee taking a class in the Adult Ed program receives the 50% tuition waiver minus the cost of books. The tuition waiver for an E-Learning course is 50% of the course tuition. Continuing Education courses are not included 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 CUW.
- The course(s) must not conflict with work responsibilities.
- A school dean or Vice President of Adult Education 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.

The application process is:

• Submit the following Financial Aid requirements annually:

1. Free Application for Federal Student Aid (FAFSA). This can be completed via the web (www.fafsa.gov) or by submitting the paper application. Concordia University Wisconsin’s federal school code is 003842.
2. Tuition Waiver Request Form. Complete and route for signatures. This form will be filed in the Financial Aid office.
3. Verification Form. If your application is selected for verification, the Financial Aid office will notify you. The Verification form is available online at http://www.cuw.edu/finaid/undergrad/application_forms.htm. Complete this form and send it to the Financial Aid office with a SIGNED copy of your federal tax transcript.
4. Register for your course(s).
5. Check your statement from the Cashier's Office to ensure the waiver was posted. If not, bring your statement to the FA office for review.