

CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

This Tuition Waiver Policy is effective July 1st, 2022. 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 employed regularly, as defined by the Office of Human Resources. This policy excludes any person who is employed via a contract, as a temporary employee. Employee must be currently employed by the university. There is no accrued benefit carried forward when an employee/student is no longer employed at Concordia.

Financial Aid Requirements

- Employees must fill out FAFSA (studentaid.gov) **annually**.
 - Concordia Ann Arbor School Code - 002247
 - Concordia Wisconsin School Code – 003842
- Tuition Waiver Request Form (located on the Portal or website). Must be completed and routed for signatures to either supervisor or dean for employee or adjunct waiver.
 - Dependent/Spouse waivers can go directly to Human Resources
 - This form will be filed in the Financial Aid office before the end of the first semester.
- Students must maintain Standard Academic Progress (SAP) to be eligible. An undergrad student with a CGPA less than 2.0 is not eligible for the tuition waiver and neither is a graduate student with less than a 3.0.
- The cost of books, fees, and materials is the responsibility of the student.
- Total institutional financial aid cannot exceed tuition charges for any student receiving a tuition waiver.

Stacking of Funds

- There will be no stacking of Concordia funds on top of the tuition waiver. The amount of the tuition waiver will be determined after 100% of Concordia institutional aid (such as academic scholarships, Concordia grants). This includes any state and/or federal grants that will be included before the tuition waiver is applied.
- Any funds from an outside source scholarships or grants (congregation, district, community affiliations) earned with no help from Concordia will be stacked.
- Effective Fall 2004 for all employees, regardless of years of employment, there will be no "stacking" of funds.

Employee Tuition Waiver

	<u>Undergraduate</u>	<u>Graduate</u>	<u>Ed.D & DBA</u>
Full -Time Employees Max 36 Credits	90%	90%	50%
Part Time Employees Max 18 Credits	90%	90%	25%

- Credit maximums are based on academic year (First day of fall semester through last day of summer semester)
- Continuing Education courses and other pre-discounted courses (not full tuition rate) are not covered by the waiver.

Specifics of eligibility

- The course(s) must not conflict with work responsibilities.
- 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.

FOR FULL-TIME STAFF APPROVED FOR THE CU Ed.D. LIC1 & DBA PROGRAMS

- Ed.D. & DBA 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. or DBA 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. Part-Time employees' years of service will be calculated at .5 years of service per academic year complete.
- 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. & DBA programs.
- 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.

Spouse of Employee Tuition Waiver

	<u>Undergraduate</u>	<u>Graduate</u>	<u>Ed.D & DBA</u>
Full -Time Employees Max 18 Credits	90%	90%	N/A
Part Time Employees Not Eligible	N/A	N/A	N/A

- Credit maximums are based on academic year (First day of fall semester through last day of summer semester)
- Continuing Education courses and other pre-discounted courses (not full tuition rate) are not covered by the waiver.

Specifics of Eligibility

- 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.

Dependent Child of Employee Tuition Waiver

	<u>Undergraduate</u>	<u>Graduate</u>	<u>Ed.D & DBA</u>
Full -Time Employees	90%	N/A	N/A
Part Time Employees	70%/80%	N/A	N/A

- Dependents of part-time employees must live on campus for first two years employees to be eligible.
 - Part-Time employees are eligible for 70% on start date and 80% following a completed full year of employment.
 - Full-Time employees receive an additional 10% when their dependent lives on campus.
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- Continuing Education courses and Independent Study classes are not included in this policy.
 - Tuition for Co-Op programs and visiting student programs is waived only to the extent of the percentage of tuition waiver benefit.

Dependent Child Eligibility

- Full-time, degree-seeking, enrolled in an undergraduate program, and earning first bachelor's degree.
- Student must be under 24 and unmarried.
- 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.

Employment Eligibility for External Tuition Exchange Programs

Qualifications: Qualified dependent students of full-time employees can apply to receive full tuition waiver benefits at member schools. 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 3 consecutive years for dependent to be applicable for outside tuition exchange programs

Consortium of Tuition Programs

- [The Tuition Exchange \(TTE\)](#)
- [Council of Independent Colleges and Universities \(CIC\)](#)
- [Council for Christian Colleges & Universities \(CCCU\)](#)
- Concordia University System (CUS)

Adjunct Faculty Tuition Waiver

	<u>Undergraduate</u>	<u>Graduate</u>	<u>Ed.D & DBA</u>
Adjunct Instructors	50%	50%	N/A

- 1 class per semester during a semester in which an adjunct teaches
 - Up to a maximum of 3 courses per academic year
 - Credit maximums are based on academic year (First day of fall semester through last day of summer semester)
- Continuing Education courses and other pre-discounted courses (not full tuition rate) are not covered by the waiver.

Specifics of eligibility

- The course(s) must not conflict with work responsibilities.
- 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.

Graduate Assistant Tuition Waiver

	<u>Undergraduate</u>	<u>Graduate</u>	<u>Ed.D & DBA</u>
Graduate Assistants Maximum 2 courses	N/A	100%	N/A

- 2 Course Maximum
 - **Up to a maximum of 2 courses per academic year (1 Fall/ 1 Spring)**
 - Credit maximums are based on academic year (First day of fall semester through last day of summer semester)
- Continuing Education courses and other pre-discounted courses (not full tuition rate) are not covered by the waiver.
- **Student must fill out the FAFSA and select interested in Federal Work Study**

Specifics of eligibility

- The course(s) must not conflict with work responsibilities.
- 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.