

**APPLICATION FOR WILLIAM JEWELL COLLEGE TUITION REMISSION
FOR WJC EMPLOYEES, RETIREES, TRUSTEES AND DEPENDENTS**

As part of its commitment to lifelong learning and personal development, William Jewell College provides assistance through a tuition remission program. Please read the Tuition Remission Policy as outlined in the Employee Policies and Procedures Manual and summarized on the reverse side of this application form.

Please complete this application form each term as students register for classes. The form is due within the normal deadlines for admission. Please submit the completed application to the Office of Human Resources for approval. Human Resources and Financial Aid personnel will determine if the student is eligible for tuition remission benefits.

Student Enrollment Information	Full Name: _____		Student ID # _____
	Status: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other _____		If child of an employee: Date of Birth _____
	Number of Total Credit Hours: _____ Online Class Hours: _____ (not eligible for TR)		Term and Year: <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____ <i>(Only 1 term per form)</i> <input type="checkbox"/> Summer 20____ <input type="checkbox"/> Cardinal Term 20____
Registered Classes	(Example: CTI 104 S1)		
Employee, Retiree, or Trustee Information	Full Name: _____		
	Department: _____	Extension _____	Date of Hire _____
<p>I hereby declare the above information to be correct and agree to notify the Office of Financial Aid and Scholarship Services of any changes. I have read and understand the eligibility terms and conditions as summarized on the reverse side of this application form. I agree, if I am deemed to be ineligible or become ineligible for TR, that my parent as an employee of Jewell will be notified of this ineligibility.</p> <p>Student Signature _____ Employee, Retiree or Trustee Signature _____</p>			
<i>For Office Use Only</i>			
HR Notes	Policy Version: _____		Terms Used: _____
Eligibility Approval	Office of Human Resources		Date: _____
Award Approval	Office of Financial Aid		Date: _____

ELIGIBILITY FOR WILLIAM JEWELL COLLEGE TUITION REMISSION BENEFITS

	Classification	Waiting Period	Tuition Remission Benefits		
			Eligible Individual	Spouse **	Dependent Children
FACULTY	Full time Faculty	None	Unlimited classes	One class per term	None
		2 years	Unlimited classes	Unlimited classes	Unlimited classes not to exceed 10 terms
	Part-time Faculty (who are Benefit Eligible)	None	One class per term	One class per term	None
STAFF (may also include certain but not all employees of outsourced services)	3/4 to full-time staff	None	One class scheduled outside regular working hours	One class per term	None
		3 months	A maximum of 8 credit hours per term scheduled outside regular working hours.	One class per term	None
		2 years	A maximum of 8 credit hours per term scheduled outside regular working hours.	Unlimited classes	Unlimited classes not to exceed 10 terms
	Part-time Staff (who are Benefit Eligible)	None	One class scheduled outside regular working hours	One class per term	None
	Less than ½ time or temporary staff	None	None	None	None
RETIRED WJC EMPLOYEE	WJC Retiree (as defined by Employee Handbook)	None	One class per term	One class per term	Unlimited classes not to exceed 10 terms (Years of eligibility determined by retirement policy)
WJC TRUSTEE	WJC Trustee (before 1/1/2010)	None	Unlimited classes (1099 taxable benefit)	Unlimited classes (1099 taxable benefit)	Unlimited classes not to exceed 10 terms (1099 taxable benefit)

- Deadline to turn in tuition remission forms: for summer classes—March 1; for fall classes – May 1; for spring classes – December 1.
- Tuition remission recipients must apply through the established admission procedures and are subject to all admission criteria and student life policies including residency requirements.
- Tuition remission recipients taking two or more classes per term are required to complete a FAFSA form and apply for assistance through available federal and state aid programs.
- Satisfactory academic progress standards must be maintained in order to renew the benefit. A student must maintain a cumulative WJC GPA of 2.0 to continue benefits.
- \$500 administration fee per term applies for full-time degree seeking dependent children. The fee is prorated for part-time attendance of dependent children.
- \$25 per credit hour administration fee applies for on-campus classes taken during the summer term for anyone using tuition remission.
- Tuition remission benefits and other Jewell-funded scholarships/grants will be applied to equal full tuition. However, federal and state grants (i.e., Federal Pell Grant, Access Missouri Grant, and Missouri Bright Flight) will not reduce the tuition remission benefit but may be applied toward room and board if applicable and permitted according to Federal and state regulations.
- All fees for private or independent study (unless required for graduation in the declared major), laboratory work, field experience, parking and other student life fees, library and technology fees, private or group musical instruction, and all other fees assessed during the term are the responsibility of the student.
- Dependent children may retain benefits through the term of their 24th birthday, not to exceed 10 terms. A term is considered “used” for any term in which tuition remission is received either on a part-time or full-time basis, including summer sessions.
- Dependent children must be your biological child, adopted child, stepchild, or ward and must be your legally dependent child - documentation may be required. Tuition remission is not available to any children who are legally independent. A dependent child must meet the IRS definition of a “qualifying child.”
- Tuition remission benefits **do not apply to overseas study**; however, full-time students entering as of Fall 2010 are eligible for a Journey Grant pursuant to the rules of that program.
- Tuition remission benefits **do not apply to online courses**.
- Tuition remission benefits **do not apply for students enrolled in the AT Nursing programs**.
- If an employee meets the requirements of the waiting period during a term, tuition remission will be prorated during that term.
- If an employee should resign or cease to be employed at the college for any reason during an academic term, tuition remission is discontinued and tuition remission benefits will be prorated for the period of time the employee was actively employed.
- Student accounts must be paid in full before registering for classes for the next term.

** Please note: Tuition remission benefits for spouses may be taxable. Taxability of tuition benefits for spouses is determined by and periodically updated by the IRS.

WJC reserves the right to terminate, suspend, withdraw, amend, or modify all benefit plans including tuition remission, in whole or in part at any time and without notice.

(Revised 9/16/13)