

TUITION REMISSION GUIDELINES

Tuition remission for courses offered at W&J is available for all active full time employees, with at least two years of service and their eligible spouses and dependent children, as well as for retired full time employees with ten years of service and their eligible spouses and dependent children.

A spouse is defined as:

- Either an employee's husband or wife, or
- If they are in a domestic partner relationship, there must be documentation of this on file in the Human Resources Department.
- Working on first Bachelor's degree.

A dependent child is defined as:

- The employee's natural or adopted child, stepchild, or the employee must be declared the child's legal guardian.
- The employee must provide at least 50% of the child's financial support.
- The primary residence must be that of the employee, and must reside with the employee for a minimum of 18 months, immediately prior to starting classes at W & J.
- To be considered eligible, the dependent child must be less than 24 years of age, and earning their first bachelor's degree.

In addition to the above, the student must go through the normal admission process and be accepted to the College.

The procedure for applying for tuition remission is as follows:

1. Complete a Tuition Remission Request Form. A copy of the form is attached. You can also download this form off the intranet in the forms section, or you can contact Human Resources and we will forward you a copy.
2. All employees requesting tuition remission must apply for financial aid by completing the FAFSA form each year. The College will apply any Federal and State grants and/or outside scholarships to the student's account, and any remaining tuition balance will be waived by the College. If the student is living on campus, awards from Federal or State grants may be used to offset the cost of room and board. If the student is not living on campus, any Federal or State grant money will be applied directly to tuition costs.
3. This form must be completed annually prior to May 1st for all full time students, and before the beginning of each semester, including summer, for part time students.

Staff members interested in taking courses at a full time status must receive approval from their supervisor and Vice-President.

Please note that tuition remission cannot be used to cover expenses while studying abroad.