**Application For William Jewell College Tuition Remission**

**For Jewell Employees, Retirees, Trustees, and Dependents**

As part our 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 on pages two and three or in the Employee Policies and Procedures Manual.

Please complete this application form annually upon registration for classes. 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.

**Required Information:**

**Student:** Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID \_\_\_\_\_\_\_\_\_

 Status: ****Faculty ****Staff ****Spouse ****Dependent

 If a dependent child, Date of Birth (mm/dd/yyyy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Academic Year: 20\_\_\_\_\_

**Employee:** Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of Hire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby declare the above information to be correct and agree to notify Student Financial Services of any changes. I have read and understand the eligibility terms and conditions as summarized on pages two and three of this application. I agree, if I am deemed to be ineligible or become ineligible for tuition remission, that the employee will be notified of this ineligibility.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For Office Use Only***

HR Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval, HR Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Approval, Financial Aid Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Eligibility for William Jewell College Tuition Remission Benefits**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Classification** | **Employee Benefit** | **Spouse Benefit** | **Dependent Benefit** |
| Faculty/ Staff | Full-time Faculty/Staff | Tuition for up to 130 credit hours, including online, certificate and graduate program classes. (AT Program excluded.\*) | Tuition for up to 130 credit hours (Up to 50% of Online, certificate and graduate program classes) AT Program excluded. | Tuition for up to 130 credit hours, including online, certificate and graduate program classes.(AT Program excluded.)   |
| Part-time Faculty/Staff (Benefit Eligible)Adjuncts are ineligible | Same as above(AT Program excluded) | Same as above | Ineligible |
| **Retired Employee** | Retired (as defined by Employee Handbook) | Up to 4 credit hours per term(AT Program excluded) | Up to 4 credit hours per term | Tuition for up to 130 credit hours (AT Program excluded.)  |
| **Trustee** | Jewell Trustee (before 1/1/2010) | Tuition for up to 130 credit hours (1099 taxable benefit)(AT program excluded) | Tuition for up to 130 credit hours (1099 taxable benefit) | Tuition for up to 130 credit hours (1099 taxable benefit) AT Program excluded |
| **Jewell Affiliates\*** | Fresh IdeasTitanHiGenesJewell UnlimitedCollegeHill Investments | Tuition for up to 130 credit hours, including online, certificate and graduate program classes.(AT Program excluded) | Tuition for up to 130 credit hours (Up to 50% of Online, certificate and graduate program classes) AT Program excluded. | Tuition for up to 130 credit hours, including online, certificate and graduate program classes.(AT Program excluded.)  |
| **Ineligible** | Adjunct facultyTemporary employeesLess than Part-time | Ineligible | Ineligible | Ineligible |

\* *Affiliates are subject to change as determined by active vendor contracts.*

* Benefit applicable to the cost of tuition only less other institutional scholarship/grant assistance and does not include fees, room, or meals.
* All fees for private or independent study, course and/or class fees, 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.
* Waiting period of 90 days for all new employees. If an employee meets the requirements of the waiting period, i.e. 91st day of employment during the current term, tuition remission benefits will be applicable.
* Tuition remission benefits for spouses may be taxable. Taxability of tuition benefits for spouses is determined by and periodically updated by the IRS.
* Recipient must apply through the established admission procedures and are subject to all admission criteria and student life policies including residency requirements.
* Recipient taking two or more classes per term should complete a FAFSA and apply for assistance through available federal and state aid programs.
* Federal and state grants 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.
* Benefit is treated as a scholarship and applicable to all financial aid policies and procedures.
* Satisfactory academic progress standards must be maintained in order to renew the benefit, including GPA and credit hour completion requirements.
* Dependent children must be employee’s 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.”
* Dependent children may retain benefits through the term of their 24th birthday, not to 130 credit hours. 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.
* Tuition remission benefits **apply** to study abroad tuition (other expenses/fees associated with study abroad are excluded.) Other Jewell scholarships specific to study abroad cannot be combined with the TR benefit and cannot exceed annual Jewell tuition.)
* \*Tuition remission benefits **do not apply** to accelerated track nursing programs (BSN-AT).
* 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 benefits will be prorated for the period of time the employee was actively employed.
* **William Jewell College 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.**

**(Policy Effective Beginning Spring 24)**