Tuition Waiver

Purpose

To attract and retain quality faculty and staff, the College of Lake County’s tuition waiver benefit provides continuing opportunities for educational development for eligible employees, their spouses/civil union partners and/or dependent children.

Eligibility

Employment Criteria

The eligibility requirements apply to Board appointed employees in eligible job classifications/families (Administrative, Professional, Specialist, Classified, Classified Union, Full-time Faculty [load hour and clock hour] and Adjunct Faculty [including dual credit adjuncts, part-time counselors, part-time librarians and contracted head athletic coaches]):

- Full-time active employees or full-time employees on paid leave of absence as of the first day of the term in which they are enrolled in classes are eligible for up to thirty six (36) qualified credit hours of tuition waiver per academic year.
- Part-time active employees (excluding adjunct faculty) or part-time employees on paid leave of absence as of the first day of the term in which they are enrolled in classes are eligible for up to eighteen (18) qualified credit hours of tuition waiver per academic year.
- Adjunct faculty active as of the first day of the term in which they are enrolled in classes who meet one of the criteria listed below are eligible for one (1) or two (2) qualified credit class per academic term.
  - Eligible adjunct faculty enrolled in class(es) for Fall or Spring terms must be teaching a class in the same term to be eligible to waive tuition.
  - Eligible adjunct faculty enrolled in class(es) for summer intersession or summer session must either be teaching in the same term or have taught classes in both the Fall and Spring terms immediately prior to the summer term to be eligible to waive tuition.
  - Adjuncts who are eligible for the bargaining unit: Per Article 7.C. of the adjunct union bargaining agreement, adjuncts in their eighteenth (18th) or greater semester (as defined in Article 1.A.) who meet the above employment eligibility criteria, and their eligible dependents, will meet the requirements to have a second (2nd) qualified credit class waived per semester.
Spouse/Civil Union Partner/Dependent Eligibility Criteria

The eligibility requirements applicable to dependent children and/or spouses/civil union partners of eligible Board appointed employees as defined above.

- Unmarried, dependent children under the age of 24, as of the first day of the term in which they are enrolled in classes and who have a legal relationship to an eligible employee, are eligible for the same credit/class maximum as their parent.
- Spouses/civil union partners, with a legal relationship to an eligible employee as of the first day of the term in which they are enrolled in classes, are eligible for the same credit/class maximum as their spouse/civil union partner.

Retiree Eligibility Criteria

The eligibility requirements applicable to retired Board appointed employees (Administrative, Professional, Specialist, Classified, Full-time Faculty [load hour and clock hour]):

- Employees who retire from full-time or part-time Board appointed eligible positions (excluding adjunct faculty) are eligible indefinitely for the credit hour maximum of their job classification/family at the time of retirement.

The eligibility requirements applicable to dependent children, spouses/civil union partners of eligible retired Board appointed employees (Administrative, Professional, Specialist, Classified, Full-time Faculty [load hour and clock hour]):

- Unmarried, dependent children under the age of 24, who have a legal relationship to an eligible retired full-time employee (see above), are eligible for the credit hour maximum for which the retired full-time employee is eligible.
- Spouses/civil union partners, with a legal relationship to an eligible retired full time employee (see above), are eligible for the credit hour maximum for which the retired full-time employee is eligible.

Enrollment Criteria

In order for the tuition waiver to be applied:

- The employee, dependent child, and/or spouse/civil union partner must be eligible to enroll in classes and must register prior to tuition waivers being processed. Eligibility for tuition waiver does not guarantee enrollment in any course/program.
- The employee, dependent child, and/or spouse/civil union partner must enroll in a qualified class or classes in order for tuition to be waived.
Definitions

**Qualified class** – any class with units greater than 0 for which tuition is charged. EMT courses are not qualified for the tuition waiver benefit.

**Retiree** – individuals in job classifications/families of administrative, professional, specialist, classified, full-time load hour and clock hour faculty who meet at least the minimum the SURS criteria of thirty (30) or more years of service or age 55 with ten (10) or more years of service.

**Full-time** – weekly work schedule of forty (40) hours for non-faculty positions. For faculty positions, a teaching load of fifteen (15) credit hours per semester or thirty-five (35) clock hours per week.

**Part-time** – weekly work schedule of less than forty (40) hours.

**Adjunct faculty** – any part time faculty member who is actively teaching, or performing librarian or counseling services on a part time basis, during the semester in which they take the class(es).

**Clock hour full-time faculty** – full time Board appointed employees of College of Lake County performing the role of librarian or counselor with a load of thirty-five (35) clock hours per week.

**Eligible job classifications/families** – eligible job classifications/families for tuition waiver are administrative (includes executive), professional, specialist, classified (includes union), full-time faculty, and adjunct faculty (includes dual credit adjunct employees), part-time librarians, part-time counselors, and contracted athletic head coaches.

**Spouse** – a marriage partner (husband or wife).

**Civil union partner** – an individual who has entered into a civil union partnership with an employee as defined by Illinois law.

**Dependent child** – a child of a CLC employee who meets the IRS definition of *qualifying child*.

**Academic year** – a span of twelve (12) months that begins with the Fall term and ends with the Summer session.

**Term** – a single occurrence of a Fall Semester, Spring Semester, Summer Session/Intersession.

Special Circumstances

**Dependent Child with Parents who are CLC Employees**
The dependent child will acquire eligibility from whichever parent provides dependent information to HR. If both parents provide dependent information to HR, the dependent child will be eligible for the better of the plans for which s/he is eligible. For example, if one parent is eligible for one (1) class per term and the other for 36 credits per academic year, the dependent child is eligible for 36 credits per academic year. Should one of the parents be an eligible retired employee and the other an active eligible employee, again, the better of the plans will be applied to the dependent child’s enrollment.

**Dependent Child/Employee with Parent/Employee of CLC**

If a dependent child is also a CLC employee eligible for tuition waiver, s/he may only claim the employee benefit and not the dependent child benefit.

**Retirement or Termination of an Employee During a Term**

In the event an eligible employee terminates or retires, whether voluntarily or involuntarily, after the first day of the term in which the individual or a dependent is receiving the Tuition Waiver benefit, the waiver will continue until the end of that term.

**Rehire of an Employee**

Employees that are rehired by the College are eligible to enroll in the tuition waiver benefit if they meet the eligibility criteria outlined above on their first day of the term in which they have enrolled in a qualified class.

**Death of an Employee**

If an eligible spouse/civil union partner and/or dependent child is receiving Tuition Waiver benefits at the time of the eligible employee’s death, the Tuition Waiver will continue to be provided to the enrolled spouse/civil union partner and/or dependent child until the end of that term. Following such term, the Tuition Waiver will be permitted to continue only if the deceased employee would have been eligible for tuition waiver as a retired employee. See provisions above for retired employees.

If the spouse/civil union partner and/or dependent child is not attending the College of Lake County at the time of the eligible employee’s death, Tuition Waiver benefits will be provided only if the deceased employee would have been eligible for benefits as a retired employee under the provisions above.

The spouse, civil union partner and dependent child eligibility for this provision is contingent upon their ability to continue to qualify for eligibility as dependents of retired eligible employees.

**Changes in Employee’s Full/Part Status or Job Family**

The Employee, spouse/civil union partner and their dependents are eligible for tuition waiver based on the employee’s full/part status and or job classification/family as of the first day of the term. Any changes after this date may impact eligibility in the following term but not in the current term.

**Employees with Multiple Concurrent Job Classifications/Families**

Employees with multiple concurrent jobs at CLC and thus multiple job classifications/families are eligible for the better of the tuition waiver plans associated with their job classifications/families. Employees with
multiple concurrent job classifications/families are not eligible for the combination of credit/class maximums across their job classifications/families.

**Missing or Unmatched National IDs** (social security numbers)

If the student’s social security number does not match the spouse/civil union partner and/or the dependent child’s social security number provided to HR, the tuition waiver process will be unable to find the spouse/civil union partner and/or dependent, determine eligibility, apply service indicators or waive tuition. Please complete the Dependent Information form if you are uncertain that you have submitted complete spouse/civil union partner and/or dependent child information to HR.

**Adjunct Faculty, Enrolled in More than One (1) Class**

Adjunct faculty, their spouse/civil union partner and/or dependent children who are enrolled in more than one (1) class in a term will have tuition waived for the class with the greatest number of credits.

**Additional Information**

**Dropped Class(es)**

If the employee, spouse/civil union partner and/or dependent child drops a class or classes on or before the official drop deadline for the class, the class will not appear on his/her academic transcript and s/he will be eligible for a full refund of any paid fees. When this occurs, the class/credits which have been dropped will not have a tuition waiver applied and the credits/classes dropped will not count against the maximum credits/classes for the academic year/term.

**Withdrawal from Class(es)**

If the employee, spouse/civil union partner and/or dependent child withdraws from a class on or before the official withdrawal deadline but after the official drop deadline, s/he is still responsible for fees. The class/credits which have been withdrawn will have a tuition waiver applied (if withdrawal occurs after the tuition waiver process is run) and the credit/classes will count against the maximum credits/classes for the academic year/term (regardless of whether the tuition waiver was formally applied).

**Institutional Withdrawal**

If an employee, spouse/civil union partner and/or dependent child are institutionally withdrawn from a class due to attendance issues, s/he remains responsible for all tuition and fees charged for the class. When this occurs, the credits/classes will have a tuition waiver applied and the credit/classes will count against the maximum credits/classes for the academic year/term.

**Faculty/Adjunct Faculty/Counselors/Librarians/Contracted Head Athletic Coaches**

Adjunct faculty, counselors, librarians, and contracted head athletic coaches whose assignments are not scheduled in PeopleSoft must complete a Tuition Waiver form for themselves, their spouse/civil union
partner and/or dependent children. Only those adjunct faculty members teaching classes will have their or their spouse/civil union partner and/or dependents child’s tuition waived automatically.

Retirees

Retirees eligible for tuition waiver and/or their spouse/civil union partner and/or dependent children must complete a Tuition Waiver form. Retirees and their spouse/civil union partner and/or dependents will not have their tuition waived without a completed Tuition Waiver form.

Worker’s Compensation

Employees on paid leave of absence are eligible for tuition waiver benefit under specific circumstances. Worker’s Compensation leaves may begin as a paid leave of absence but extend into an unpaid leave of absence. The waiver of tuition will be granted if the employee is on the paid Worker’s Compensation leave as of the first day of the term. If the employee is on an unpaid Worker’s Compensation leave as of the first day of the term, s/he and his/her dependents are ineligible for tuition waiver in that term.

Invoices that Still Reflect Tuition

Fees related to a class must be paid in a timely fashion no later than the date designated by Business Services and Finance. Arrangements to pay tuition should be made after employees are certain whether all or part of the tuition will be waived. Tuition will be waived in the 9th week of the Spring/Fall semester and in the 7th week of the summer session. Bills will continue to reflect tuition charges until tuition is waived.

Definition of What the Tuition Waiver Will Cover

Tuition Waiver covers charges for tuition only. Tuition Waiver does not cover charges for other class-related fees, such as field trip fees, lab fees, costs associated with studies abroad, travel fees, etc. If a class requires that the student travel, the Tuition Waiver will cover the tuition costs only and none of the travel related costs.

Tuition Waiver will cover tuition costs up to but not exceeding the credit/class maximum for which the employee, spouse/civil union partner and/or dependent child is eligible.

Tuition Waiver Impact on Student’s Financial Aid

If a student who is eligible for Tuition Waiver (eligible employee or dependent of eligible employee) also plans to apply for Financial Aid, his/her financial aid award may be impacted. Please contact Financial Aid for additional information.

Tuition Waiver Process

The process for receiving the Tuition Waiver benefit is as follows:
• Obtain the appropriate Dependent Information form from Human Resources or download from the Human Resources web page on the CLC intranet, complete and return to Human Resources.
• Read the tuition waiver procedure and process documentation on the Human Resources web page on the CLC intranet.
• Enroll in eligible qualified class(es) prior to tuition being waived.
• Watch for the email notification that the tuition waiver process has begun for the semester. View the student’s self-service to verify that the appropriate indicators have been assigned. If the indicators do not appear on the student’s account, please contact the Human Resources department.
• Watch for email notification that tuition has been waived. Tuition may be fully or partially waived or may be ineligible for a waiver. Results may also be viewed via self service.
• Make arrangements to pay unwaived tuition or remaining fees.
• Enjoy the rewards of the tuition waiver benefit through increased skills and cost savings.