

**Tuition Waiver Policy for Members of the
Concordia University, Nebraska Faculty and Staff**

Tuition waivers (waivers) are a Concordia University, Nebraska (CUNE) benefit available to full-time faculty and staff, and, on a limited basis, part-time faculty and staff*, their spouses, and their dependent unmarried children under age 26 seeking their first undergraduate degree. Waivers are based on the following matrix:

Years of Service	Faculty/Staff FTE	% Tuition Waived Faculty/Staff	% Tuition Waived Dependent
1	1	90%	50%
	.99 - .70	75%	37.5%
	.69 - .50	50%	25%
2	1	90%	90%
	.99 - .70	75%	75%
	.69 - .50	50%	50%
Years of Service	FTE	Credit Hours Waived Per Academic Year	% Tuition Waived Dependent
1	<.5*	3	Not Applicable

To determine your FTE, take the number of hours worked annually and divide by 2080 or take the number of months you work full time and divide by 12 months.

1. Faculty, staff and their spouses are eligible for undergraduate and graduate waivers. Children of faculty and staff are only eligible for undergraduate waivers.
2. Waiver applications are required to be turned into Student Financial Services BEFORE classes begin for any semester or session (form is available from the Financial Services Office by request or on the web through the connectCUNE portal).
3. For full-time students, the FAFSA is required to be filed by the May 1 deadline prior to the new academic year.
4. To receive a waiver, the faculty or staff cost after the waiver is applied must be paid each semester or summer period prior to the census (Free Add/Drop) date.
5. Waivers do not apply to CUNE fees or special charges, including, but not limited to, technology fees, student teaching fees, laboratory fees, applied music fees, application fees, online course fees, room and board fees, book fees and general fees.
6. Only regularly scheduled academic year or summer school courses are included in the waiver program. Students who enroll may receive a waiver provided class enrollment minimums are obtained without counting waived students. Students should check with the registrar's office regarding class enrollment size. If minimum enrollments are not achieved, CUNE reserves the right to bill students at the established tuition rates. A student shall have seven (7) days from the date of a tuition bill issued pursuant to this provision to drop the class with no financial obligation.
7. Waivers are not available for independent study courses.
8. Full-time employees must have supervisor/manager approval of their class schedule prior to the beginning of a class to be eligible for a waiver. (Staff waiver forms can be found through the web on the connectCUNE portal, employee tab, Tuition Waiver – All others.)
9. Children of faculty and staff are eligible for waivers for undergraduate courses, including dual credit high school courses (taken for college credit), during regular semester or summer sessions. Total course hours taken by a child cannot exceed 164 credit hours.
10. Waivers will not be granted for classes that are needed to repeat a class that was failed by the student earlier. If a student does not meet the standard minimum academic requirements established for scholarship at CUNE, he/she is ineligible to receive a waiver but may reapply for the waiver in future semesters provided his/her GPA meets or exceeds the minimum requirements. Reacceptance into a program requires prior written approval from the Provost.

11. Waivers are defined as the balances to be waived after all federal and state government, LCMS district, Congregations for Concordia University, Nebraska (CCUNE), and institutional awarded financial aid funds have been applied to a student account. All full-time students are required to file for government, LCMS district and, if applicable, CCUNE aid. Other outside aid/scholarships can be applied against remaining tuition, fees or room and board charges. Outside scholarships and aid in excess of university charges for tuition, fees, and room and board will be netted against the tuition waiver.
12. Graduate assistants are eligible for full waivers for graduate courses. The number of credit hours allowed for a graduate assistant must be approved by the graduate assistant supervisor and designated Vice President. (Graduate assistant waiver forms can be found through the web on the connectCUNE portal, my records tab, student employment, Tuition Waiver – graduate assistant.) Spouses and children of graduate assistants are not eligible for a waiver. Graduate assistants should refer to the Graduate Assistantship Guidelines also located on the portal.
13. Waivers for faculty, staff and spouses taking continuing education or graduate coursework may be considered a taxable fringe benefit by the IRS and will, when applicable, be added to the employee's payroll for taxation purposes.
14. A waiver is not taxable for a child who qualifies as a "dependent" in accordance with applicable federal tax law as set forth in the Internal Revenue Code of 1986, as amended, the Code of Federal Regulations, rulings and other applicable published guidance. Documentation to prove dependent status may be required by CUNE.
15. The Tuition Waiver Policy is administered by Student Financial Services.
16. Exceptions to this policy may be requested in writing to the President. Only the President or his designee shall have authority to allow exceptions, as long as those exceptions are in agreement with the IRS rules established for education assistant programs. The President's decision will be final.
17. Tuition waivers for faculty, staff, their spouses and children are a fringe benefit offered by CUNE and may be discontinued at any time by CUNE in its sole discretion.

**Part-time faculty/staff classification does not include volunteer coaches, graduate assistants, adjuncts, or Board of Regents. Other tuition waiver policies may apply for these classifications.*