**Undergraduate Tuition Waiver for Concordia Campus Partners**

Concordia University, Nebraska (CUNE) offers an *undergraduate tuition* waiver (waiver) to full-time employees of third party vendors who serve exclusively on CUNE’s campuses in Seward or Lincoln (vendor employee). The vendor employee is eligible for a waiver in the following increments:

- 1 full year (12 months) of service on the Concordia campus: 25% waiver.
- 2 full years (24 months) of service on the Concordia campus: 50% waiver.
- 3+ full years (36 months+) of service on the Concordia campus: 75% waiver.

The benefit is offered to the vendor employee, the vendor employee’s spouse, and legal dependents of the vendor as determined in accordance with the Internal Revenue Code of 1986, as amended.

**Conditions:**

- Dependent children of vendor employees are eligible for waivers for undergraduate classes, but may not exceed 164 credit hours. These hours can be taken during regular semester or summer sessions.
- Only regularly scheduled academic year or summer school CUNE courses are included in the tuition waiver program. Students who enroll may have their tuition waived 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.
- 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. Independent study courses cannot be waived under this policy.
- 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 the program requires approval from the Provost.
- 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.
- Full-time vendor employees must have their supervisor’s written approval of their class schedule prior to the beginning of a class to be eligible for the waiver in that period.
- The waiver will be reported to the IRS as income on a Form 1099.
- To receive a waiver, the balance owed after the waiver is applied must be paid each semester or summer period prior to the census (Free Add/Drop) date.
- Tuition waivers for vendor employees, their spouses and legal dependents are available at the sole discretion of CUNE and may be discontinued at any time.

**Additional conditions:**

**Full-time Undergraduate Students**

- For full-time undergraduate students, the FAFSA is required to be filed by the April 1 deadline prior to the new academic year.

**Part-time undergraduate students**

- Application for eligibility for waivers is required to be turned into Student Financial Services BEFORE classes begins for EACH semester or session (form is available from the Student Financial Services Office by request). **Failure to complete and submit the waiver application by the required deadline will result in the denial of the tuition waiver for the semester or session in question**