

Tuition Remission Guidelines



Tuition remission is a benefit made available to regular full-time and part-time staff and faculty. This benefit, which is a form of financial aid, allows employees, their spouses, domestic partners or dependents to enroll in credit bearing, undergraduate courses tuition-free, provided there is space and funding available. Employees may be awarded on a part-time basis, with the permission of their supervisor, whereas an employee's spouse, domestic partner and/or dependents may be awarded on a part-time or full-time basis.

Application guidelines for degree seeking students

- All new degree seeking students will need to follow regular admission procedures to be considered for tuition remission.
- All degree seeking students (full-time or part-time) are required to file a financial aid application (FAFSA). Failure to meet the application or FAFSA deadline may result in the denial of any tuition remission award.

New Applicants

- Tuition remission applications and the FAFSA for new degree seeking candidates must be received before the following deadlines:
 - July 1 for fall semester.
 - December 1 for spring semester.

Continuing Recipients

- Eligible employees are required to submit a tuition remission recertification and FAFSA each year for continuing full-time degree seeking students by May 1.

Application guidelines for non-degree seeking students

- Part time, non-degree seeking applicants must apply by August 1 for fall semester classes and by December 1 for spring semester classes.
- You must provide a ranked list of courses of interest in your application to be considered, since approvals are contingent upon classroom availability. Please be aware that enrollment priority is given to degree-seeking students.
- The Registrar will review all applications within a week of the semester application deadline to determine course availability.
- Eligible part-time, non-degree seeking recipients are permitted to attend one class per semester, up to 5 credits, excluding Applied Music classes.

Process: Once an application for tuition remission is received, Human Resources will verify eligibility. After an employee is found eligible, HR will share the application with the Financial Aid Office and the Registrar's office to fully review each application, in accordance with the policy. Neither the Financial Aid Office nor the Registrar's office determines eligibility for Tuition Remission. Additional communication will come from the appropriate office, once a Tuition Remission application has been fully reviewed. Offers of tuition remission are contingent upon classroom availability and funding. Tuition remission is applied exclusively to the cost of tuition. The student is financially responsible for applicable college and course fees, books and material costs.

If you have any questions, please reach out to Human Resources by emailing humres@warren-wilson.edu.