



## **CSCU Guidelines for Waiver of Tuition & Fees for the Congress of Connecticut Community Colleges, Federation of Technical College Teachers, and AFSCME.**

CSCU employees/emeriti, their spouses and dependent children of the Community College Congress, AFT, and AFSCME Bargaining Units can apply the tuition waiver at any CSCU community college. They also have the opportunity to apply the cash value of their community college tuition waiver to universities throughout the CSCU system with the exception of Charter Oak State College.

### Guidelines – Tuition Waiver Cash Value:

The benefit of applying the cash value of the community college tuition & fee waiver to Connecticut State Universities will commence with the fall 2017 term.

CSCU employees/emeriti, their spouses and dependent children of the Community College Congress, AFT, and AFSCME Bargaining Units will complete the Connecticut State Colleges & University System Waiver Form at [www.ct.edu/hr/employee#forms](http://www.ct.edu/hr/employee#forms) when applying the tuition waiver cash value to Connecticut State University registrations.

Community College HR Directors/Offices will confirm the eligibility of the Community College employee/emeriti and will assign the appropriate cash value per the number of anticipated credits that will be taken during the semester. Completed Tuition Waiver Forms will be transmitted electronically from Community College HR Offices to CSU Bursars/Cashier Offices.

Tuition Waiver Forms are due to the CSU Bursar/Cashier/Student Accounts Office by the billing date in order to avoid holds, late fees, and/or dropping of registrations. **Late submissions of Tuition Waiver Forms will not be accepted after the last day of classes and the student will be responsible for the full cost of tuition and fees.**

The cash value of a Community College tuition & fee waiver will equate to the total amount of the in-state Community College tuition and college service fee per the number of registered credit hours. The maximum cash value for full time community college employees/emeriti, their spouses and dependent children per semester will be \$2,138 regardless of the number of registered credits in excess of a full-time load of twelve (12) credit hours. The maximum cash value for part time Community College employees, their spouses and dependent children per semester will be \$569, equivalent to 1-three credit course per semester during a semester when the part time Community College employee is working.

At the time of registration at a Connecticut State University, these Community College registrants will be billed the difference between the in-state university tuition and fees AND the in-state community college tuition and college service fee per the number of registered credits. CSCU Universities will be

reimbursed by the System Office for the total cash value of registered Community College employees/emeriti, their spouses, and dependents.

This program includes the registration of graduate-level courses for those Community College employees/emeriti, their spouses, and dependents who are academically eligible for graduate classes.

For employee's tax reporting purposes, this tuition waiver benefit to the employee will be applied at the time the benefit is received (i.e. the calendar year in which the waiver is applied to the student account).