

UIC POLICIES AND PROCEDURES

NUMBER
506-03

MANUAL Human Resources	SECTION	PAGE 1 of 2
SUBJECT Tuition Waiver for Children of University Employees	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To communicate the availability of tuition waiver benefits for the children of UIC employees, to define the criteria determining eligibility of children of UIC employees for participation in the tuition waiver benefit, and to clarify UIC policy relating to credit hours, courses and waiver requirement and limitations.

SOURCES AND BACKGROUND

Public Act 90-0282

APPLICABILITY

Eligible children of eligible UIC employees

POLICY

A 50% tuition waiver (not fees) for up to four years of waivers (each year consists of two semesters and one summer session) is provided to university employees for their dependent children for undergraduate education only. This waiver excludes extramural and correspondence courses. The waiver applies only as long as the student maintains satisfactory academic progress toward graduation. The waiver is applicable at any campus under the Illinois senior public university governing boards to which the child has been admitted under the same requirements, standards, and policies applicable to general admissions. This includes the University of Illinois, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, and Western Illinois University.

1. Child Eligibility. To be eligible, a dependent child must be:
 1. under 25 years of age at the beginning of any academic year (defined as the first day of instruction) in which the waiver will be effective; and
 2. the natural child, adopted child, child of current spouse, or under court-appointed guardianship (only if natural parents are deceased or have been declared unfit by court action) of the eligible employee.
2. Employee Eligibility. To be eligible, an employee must:
 1. be a current University of Illinois employee at 50% time or more, eligible for employer-provided benefits and in active status as of the first day of the academic term for which the waiver is being requested (changes in status after the first day will only affect future academic terms); or

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2. be a current University of Illinois College of Medicine faculty member who is funded at one percent or greater FTE by the University of Illinois who, in conjunction with a joint appointment at the West-side Veterans Administration Hospital and serves a total of 50% or greater total combined FTE. (This extension of eligibility criteria applies only to use of the waiver at one of the University of Illinois campuses and does not extend to other State of Illinois colleges or universities.) and:
3. have completed at least seven years of eligible employment (as identified in 1 above) as of the first day of the academic term. The seven years do not have to be consecutive and can include service earned at other State of Illinois senior public universities.

PROCEDURES

RESPONSIBILITY

1. Employee/Child of Employee
2. UIC HR Service Center or Faculty Affairs
3. Financial Aid Officer

ACTION

Obtains Child of Employee Tuition Waiver Eligibility form via NESSIE (Your Life Events/Going to College). Completes both the student and employee sections and forwards to UIC HR Service Center if parent is academic professional or to Provost's Office Faculty Affairs if parent is faculty.

Verifies employee eligibility and forwards the form to the Office of Financial Aid where the child is attending.

Verifies student eligibility and posts the waiver toward the student's tuition charges.