KEAN

TUITION WAIVER POLICY FOR DEPENDENT CHILDREN OF EMPLOYEES

Program Details

The Tuition Waiver Program waives Kean University's tuition cost for applicable Dependent Children of all eligible full-time Kean Employees. Tuition Waivers for Dependent Children of Employees will only be granted for courses taken towards a ***first*** undergraduate degree, during the Fall and Spring Semesters. Accordingly, waivers will not be granted for courses taken during Summer Sessions I, II and Winter Session or for courses taken beyond those necessary to complete a ***first*** undergraduate degree.

Eligibility Requirements

Employees

Kean Employees must be full-time, with at least one (1) year of continuous service at the University (by the semester's start date), for their Dependent Children to participate in the Tuition Waiver Program. As a result, this Program is not applicable to the Dependent Children of part-time, temporary or provisional Employees of the University. Additionally, ***recently hired*** Classified Employees (which refers to those in the CWA, IFPTE, PBA, NJLESA & NJSOLEA unions) must have permanent status as well as have completed their working test period for their Dependent Children to be eligible.

Employees must maintain active full-time employment with the University for their Dependent Children to remain eligible to participate in the Program. For Employees who resign voluntarily or are terminated for cause from Kean University, their Dependent Children will cease to be eligible at the end of the Academic Semester in which the Employee's status changed.

If an Employee dies while in active full-time employment status at Kean University, with Dependent Children admitted or enrolled at the time of their death, then those Dependent Children will be eligible to complete their ***first*** undergraduate degree within a five (5) year period. All policies and restrictions otherwise applicable, concerning the Tuition Waiver Program, will apply.

Dependent Children

Being the Dependent Child of a Kean Employee does not guarantee admission to the University. A Dependent Child must formally apply and be enrolled/matriculated as a Student. Any Dependent Child with a non-matriculated status will be ineligible to participate in the Tuition Waiver Program.

A Dependent Child must be connected to an Employee through one of the following categories and will require verification to participate in the Tuition Waiver Program:

- *Biological Child* – verified by a copy of the Dependent's Birth Certificate indicating that the Employee is their mother or father. Birth Certificates written in a foreign language must be accompanied by a certified translation in English

- *Adopted Child* – verified by a copy of the Dependent's Court Modified Birth Certificate authenticating that the Employee is their adoptive parent

- *Stepchild* – verified by a Marriage Certificate documenting the Employee's marriage to the Dependent's parent and a copy of the Dependent's Birth Certificate indicating that the Employee's Spouse is the Dependent's parent

- *Legal Ward* – verified by a certified copy of a Court Order specifying that the Employee is the Dependent's appointed legal guardian

Additionally, for a Student to be considered an Employee's Dependent, he/she must have dependency status according to the criteria defined by the Federal Student Aid Program, which can be reviewed at this link: https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency.

To remain eligible, a Dependent must be below the age of 24; once a Dependent reaches age 24, he/she will age out of Kean University's Tuition Waiver Program.

Amount of Tuition Waived

The cost of tuition will be waived for a maximum of 130 *attempted* credits towards an undergraduate degree. A Dependent Child can choose to be a full-time or part-time Student. However, if the Dependent is registered for a full-time course load, only 12 – 19 credits will be covered by the waiver.

Furthermore, Dependent Children must complete and submit a FAFSA – Free Application for Federal Student Aid to apply for financial aid (regardless of whether an Employee believes his/her Dependent will be eligible to receive any). If a Dependent does receive some free financial aid, all or a portion of the aid may be applied to the tuition first (prior to the waiver being added) based on the type of aid. Any loans, however, will be solely for the Student's use and will not be applied to the cost of tuition.

Financial Obligations

Although the cost of tuition will be waived, Dependents are still responsible for paying their fees in addition to any other expenses associated with the cost of their education (books, travel expenses, housing & etc). Furthermore, if the Dependent chooses in any given semester to take *more* than the 12

– 19 credits allotted towards their undergraduate degree, then he/she will be responsible for covering their overload fee. Ultimately, Dependents must ensure that their financial obligations to the University are met and that payments to their accounts remain current.

Application Procedures

If your Dependent Child is interested in participating in the Tuition Waiver Program, then you must apply for a Dependent Tuition Waiver through Workday. Workday can be accessed from the Kean Workday webpage, using this link: https://www.kean.edu/offices/human-resources/keanworkday. You would log onto your Workday homepage and then follow the directions contained within the appropriate Tuition Waiver Guide, which can also be found on Kean's Workday page.

NOTE: When completing the application in Workday, you must be prepared to upload the following supporting documents:

- Document to verify your Dependent's connection to you (as mentioned above)
- Your most recent 1040 Federal Income Tax Form showing your Child listed as a Dependent
- SAR – Student Aid Report Summary or ISIR – Institutional Student Information Record indicating that a FAFSA was filed and processed for your Dependent Child.
- Your Dependent Child's Letter of Acceptance from Kean University's Office of Admissions (FOR NEW APPLICANTS ONLY)

A Dependent Tuition Waiver Application must be submitted through Workday, *prior* to the beginning of each Semester for which a Dependent Child wishes to participate in the Tuition Waiver Program, in accordance with the established deadlines listed on the University's Tuition Waiver Program webpage. Tuition Waivers are not granted retroactively.