



KEAN

TUITION WAIVER POLICY FOR SPOUSES AND CIVIL UNION PARTNERS OF EMPLOYEES

Program Details

The Tuition Waiver Program waives Kean University's tuition cost for applicable Spouses and Civil Union Partners of all eligible full-time Kean Employees. Tuition Waivers for Spouses and Civil Union Partners 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 three (3) years of continuous service at the University (by the semester's start date), for their Spouse or Civil Union Partner to participate in the Tuition Waiver Program. As a result, this Program is not applicable to the Spouses and Civil Union Partners 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 Spouse or Civil Union Partner to be eligible.

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

Spouses & Civil Union Partners

Being the Spouse or Civil Union Partner of a Kean Employee does not guarantee admission to the University. Spouses and Civil Union Partners must formally apply and become enrolled/matriculated as Students. Any Spouse or Civil Union Partner with a non-matriculated status will be ineligible to participate in the Tuition Waiver Program.

Spouses and Civil Union Partners must be connected to an Employee through one of the following methods and will require confirmation to participate in the Tuition Waiver Program:

- Marriage – confirmed by a copy of the Marriage Certificate authenticating that the Student is the Employee’s Spouse
- Civil Union Partnership – confirmed by an Official Document indicating that the Student and the Employee are Parties to a Civil Union (in accordance with NJSA 37:1-29 et. al.)

To maintain eligibility, a Spouse must remain married to the Employee and a Civil Union Partner must continue their civil union partnership with the Employee.

Amount of Tuition Waived

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

Furthermore, Spouses and Civil Union Partners 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 Spouse/Civil Union Partner will be eligible to receive any). If a Spouse or Civil Union Partner 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, Spouses and Civil Union Partners are still responsible for paying their fees in addition to any other expenses associated with the cost of their education (books, travel expenses & etc). Furthermore, if a Spouse or Civil Union Partner 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, Spouses and Civil Union Partners must ensure that their financial obligations to the University are met and that payments to their accounts remain current.

Tax Implications

The cost of tuition waived for Spouse/Civil Union Partners is taxable by the State. The University does not deduct taxes for this benefit throughout the year. However, the total amount of their tuition waived for the year will be added to your taxable State wages in box 16 on your W-2 form for the applicable year. This may impact your State tax filing. It is recommended that you discuss this matter with your tax advisor if you have any questions concerning the potential impact.

Application Procedures

If your Spouse/Civil Union Partner is interested in participating in the Tuition Waiver Program, then you must apply for a Spouse/Civil Union Partner 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 confirming marriage or civil union partnership (as mentioned above)
- SAR – Student Aid Report Summary or ISIR – Institutional Student Information Record indicating that a FAFSA was filed and processed for your Spouse/Civil Union Partner.
- Your Spouse/Civil Union Partner's Letter of Acceptance from Kean University's Office of Admissions (FOR NEW APPLICANTS ONLY)

Additionally, Employees will be required to attest to the continuance of their marriage or civil union partnership in Workday when applying for a Spouse/Civil Union Partner Tuition Waiver.

A Spouse/Civil Union Partner Tuition Waiver Application must be submitted through Workday, *prior* to the beginning of each Semester for which a Spouse or Civil Union Partner 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.