




TUITION WAIVER PROGRAM

The Dominican University of CA (“DUC”) Tuition Waiver Program provides the opportunity for an eligible staff or faculty member, spouse/domestic partner, and/or dependent(s) to take a graduate or undergraduate class at DUC without tuition charge terms.

*THE TUITION WAIVER PROGRAM IS COMPLETELY SEPARATE AND DIFFERENT FROM
THE TUITION EXCHANGE PROGRAM
THE TUITION EXCHANGE PROGRAM IS FOR THE EMPLOYEE’S DEPENDENT(S) WHO MAY BE
INTERESTED IN ATTENDING A UNIVERSITY OUTSIDE OF DOMINICAN*

TUITION WAIVER PROGRAM QUALIFICATIONS

- Available for regular, on-going, full-time employees, working 30 or more hours per week after six months of employment. The Tuition Waiver will be pro-rated for part-time employees working 20 hours per week. Temporary employees are not eligible for this benefit.
- Staff is expected to register for courses which would meet at a time other than during regularly scheduled working hours. If a class is scheduled during working hours, attendance must be with the permission of the individual’s supervisor. It should be noted that the supervisor is under no obligation to grant this exception if in the supervisor’s opinion, it is not in the best interest of the University or causes undue hardship for the department. If work time is missed by a non-exempt staff member, it must be approved by the supervisor to be made up in such a way that no over-time pay is incurred.
- Eligible full-time employees receive tuition waiver up to a total of 18 units, and part-time employees receive tuition waiver up to a total of 6 units.
- Waiver can be applied to both undergraduate and graduate programs.
- Tuition Waiver does not mean that fees are waived. The student is responsible for all non-tuition charges, such as registration fees, books, supplies, or residence costs.
- Some classes may not be eligible for the tuition waiver program. However, the registration fee will be waived if the individual is only auditing a class, i.e., not receiving a grade or credit for the class. Tuition waivers do not apply to independent study or any other service for which the University would incur direct costs.

- Classes must have the current minimum enrollment or more of tuition paying students, and the recipient of the waiver may not exclude a paying student in classes with limited enrollment. This applies to both undergraduate and graduate programs.
 - Employees that have dependents attending Dominican's undergraduate programs will be expected to fill out the FAFSA to receive any external grant and scholarship aid, and Dominican will subsidize the balance of the undergraduate tuition
 - An employee who fails to return from a leave of absence will no longer qualify for the Tuition Waiver Program, and the full amount of tuition will be applied.
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THE TUITION WAIVER FORM

The form can be found on the DUC Intranet or in the Human Resources (“HR”) office. Please follow these steps to enroll:

- A staff member is responsible for completing and submitting the form to HR each semester.
- Confirmation by a supervisor is mandatory, to ensure there is no possible conflict with the employee’s work schedule.
- The HR department will verify the employee’s eligibility; sign the form, and partner with Business Services Office (“BSO”) for processing.
- ***Forms must be submitted 30 days or more before the start of the semester. Forms must be filed out entirely and submitted for each term enrolled. Failure to turn in the form in a timely manner will result in the regular full tuition charge for the eligible staff or faculty member, spouse/domestic partner, and/or dependents.***

UNDERGRADUATE TUITION WAIVER vs. GRADUATE TUITION WAIVER

- The value of **undergraduate** coursework is tax exempt for employees, spouse and/or dependent child, in accordance with the IRS Tax Code 117(d).
- As of the publication of 12/24, the value of **graduate** coursework is taxable above \$5250 for the employee in accordance with IRS Tax Code 127. For eligible spouse, dependent(s), the entire value of graduate courses is 100% taxable. For the employee’s job required work, IRS Tax Code 132(d) exempts the course from taxation.