



## FREQUENTLY ASKED QUESTIONS

### **1. Who is eligible to participate?**

Full-time benefit eligible UST employees are eligible to participate in the program.

Eligible full-time employees of participating Catholic schools, their spouses, their dependent children, or other legal dependents (as defined by IRS regulations) are eligible to participate in the program.

Additional eligibility requirements may be set by the administration of the full-time employee's home schools, thus interested employees should contact their principal for specifics.

The family member whose employment enabled the eligibility must continue to meet their home institution's eligibility criteria.

### **2. Are there specific forms to complete to be considered for participation in the program?**

Those wishing to be considered for a Catholic schools tuition waiver at UST must complete the waiver application (secured from their principal), the UST admission application, and the FAFSA.

### **3. How soon after an agreement between the University and specific schools is signed, is the waiver benefit available to employees?**

The waiver benefit is available the semester immediately following the signing of the agreement between the University and a specific school.

### **4. How often must participation or recertification of eligibility forms be completed?**

Participation forms must be completed during the registration period for each semester. Continued eligibility forms must be tendered to the Financial Aid Office at the University of St. Thomas - no later than the start of the upcoming semester.

**5. Does acceptance into the tuition waiver program guarantee admission into the University?**

No. Candidates must satisfy the University's admission criteria, AND those accepted into the program are admitted on a space-available basis into specific classes or University programs.

To better ensure applicants eligible for the program are accepted into UST, candidates are encouraged to contact the Office of Admission and apply for early admission.

**6. When should a prospective student wishing to participate in the program apply for admission?**

Since there is no guarantee of acceptance into the program, prospective students are encouraged to apply for admission as soon as possible, certainly no later than simultaneously when the tuition waiver paperwork is being completed.

These applicants are encouraged to apply for early admission to the University of St. Thomas to help ensure their application is processed in a timely manner.

**7. Where can an interested person find a list of the University's admission requirements?**

Admission information is located on the University's web page, or those interested should call the Office of Admission, 713.525.3500.

**8. Tuition Exchange dollar amount taxable?**

The value of the tuition waiver benefit for graduate level courses may be taxable if it exceeds a certain dollar amount. Candidates should seek guidance from their own tax and legal advisors regarding the taxability of the benefits of this program.

**9. What is covered under the UST Catholic schools tuition waiver agreement?**

All participants receive a 50% UST tuition remission benefit each semester for each eligible student, as long as a signed agreement between the University and their school is in force.

Students in the program are responsible for all non-tuition charges as well as the tuition over and above that which is covered by the waiver benefit.

**10. When are tuition waivers applicable for participating schools?**

Waivers are available the semester immediately following the signing of the waiver agreement between the University and the participating school.

The agreements, in order to be considered official, must be signed by the President of the University of St. Thomas as well as the official designated school representative(s) of the participating school.

**11. In addition to the application for admission and the application for the waiver, is there any particular financial information, which must be completed for enrollment at the University of St. Thomas?**

Yes, all students wishing to participate in the tuition waiver program at UST must complete the FAFSA -- the Free Application for Federal Student Aid -- (fafsa.gov).

Applicants should include the UST school code 003654 when completing the FAFSA form. It is at the discretion of UST to allow the additional aid to offset the tuition waiver benefit or to be in addition to the tuition waiver benefit.

**12. From which office is the tuition waiver application available?**

Once there is a signed agreement between the University of St. Thomas and the participating Catholic elementary or high school, the waiver applications will be available through the participating school's principal's office.

**13. Which academic classifications are covered by the tuition waiver program?**

At this time, the 50% tuition waiver is applicable to undergraduate and graduate level courses as well as visiting student and audit classifications.

**14. Once a student is accepted into University of St. Thomas, using the tuition waiver benefit, is renewal guaranteed?**

No. Most importantly, renewal is first of all based on the student maintaining good academic standing and the employee sustaining full-time employment at the participating Catholic elementary or high school. As long as the employee affiliated with the student maintains eligibility for the program, and a signed agreement is in place, students will continue to receive the tuition waiver benefit.

**15. How does one verify continued eligibility for the UST Catholic Schools Tuition Waiver Program?**

To verify continued eligibility, the participating student must complete a recertification of eligibility form each semester and, this completed form (complete with the signature of the principal) must be tendered to the UST Office of Financial Aid prior to the first day of the semester start date.

**16. Where may one secure a continued eligibility form?**

Once an agreement between a Catholic elementary or high school and the University has been signed, these continued eligibility forms will be available at the participating school's principal's office.

Upon completion, these continued eligibility forms should be tendered to the UST Office of Financial Aid prior to the first day of each semester's start date.

**17. What happens if the school employee becomes ineligible for the waiver benefit, or the agreement is cancelled in the middle of a UST semester?**

If an employee becomes ineligible for the benefit in the middle of a semester or the agreement is cancelled, then the benefit will cease at the end of that semester.

**18. Are currently enrolled UST students eligible to participate?**

Yes, but if currently enrolled students are attending the University on a scholarship or financial aid, they will be asked to choose between the waiver and the financial package currently offered to them.

**19. What are the general steps to follow to participate in the UST Catholic Schools Tuition Waiver Program?**

- 1) Contact your principal to verify that an agreement is in place.
- 2) Complete an application for admission to the University of St. Thomas;
- 3) If your school participates, secure a waiver application from your principal;
- 4) Submit your completed waiver application to the UST Office of Admission along with your application for admission;
- 5) Complete the FAFSA – then meet with a financial aid counselor at UST to determine which financial package is better, the waiver or the aid;
- 6) Enroll in your University of St. Thomas classes.