

Claremont McKenna College Tuition Remission

Each of The Claremont Colleges and the Claremont University Center has its own tuition benefit policy. The tuition benefit for Claremont McKenna College (CMC) is commonly known as "Tuition Remission." To inquire about this benefit, please contact the Human Resources department.

Tuition Remission for Dependent Children of Eligible Staff and Faculty Members

1. Claremont McKenna College's tuition remission benefit is for "dependent children" of eligible staff and faculty members. For purposes of benefit eligibility, the term "dependent children" is defined as those who meet the qualifications of section 132(h) (2)(B) of the Internal Revenue Code (e.g., son, stepson, daughter, or stepdaughter who is a dependent of the staff or faculty member and who has not attained the age of 25).
2. For purposes of benefit eligibility, the term "eligible staff and faculty members" is defined as individuals;
 - a) who are in a paid status**, b) who hold full-time positions with the Claremont McKenna College (CMC), c) who have been employed with CMC for two years or longer and, d) full-time tenured and tenure track faculty members.
 - Full-time employment for staff is defined as working 12 months per year and 40 hours per week. Staff in less than full-time positions and temporary on-call positions, are normally not eligible for tuition remission.
 - Full-time employment for faculty members is defined as full-time tenured and tenure track faculty. Faculty members in part-time and/or non-tenure track appointments (visiting part-time or visiting full-time) are normally not eligible for tuition remission.

Staff and faculty members who transfer from one of The Claremont Colleges must establish a two-year employment period with CMC prior to being eligible for this benefit.

*****Eligibility for tuition remission during a short or long-term disability and in early/normal retirement status is defined in Sections 10 and 11 of this document.***

3. Tuition remission will be granted to an eligible staff or faculty member's children who are working toward an Associate of Arts or a Bachelor's Degree at an eligible institution. An eligible college or university must be accredited and must have a regular, organized body of students in attendance at the place where its educational activities are conducted. Tuition remission will not be awarded for on-the-job training, correspondence schools, night schools, or similar institutions. In the case of any dispute over the eligibility of any specific institution, the Director of Financial Aid for CMC will forward a recommendation to the President of the College, whose decision shall be binding.
4. Tuition remission will be awarded to dependent children who demonstrate scholastic ability. Normally, tuition remission will not be awarded to dependent children who fail to maintain a "C" average, or the equivalent, in high school or in college studies during the preceding academic year. Academic years will follow the CMC calendar of academic years.

5. Each application for tuition remission will be considered for a total of no more than 8 semesters, 12 quarters, 120 units or 32 courses, whichever the attended institution accepts as its minimum graduation requirements. Tuition remission for summer sessions will be counted as a part of the total.
6. The annual amount of tuition remission awarded to dependent children in any one academic year will be one-half of the tuition (excluding the cost of books, fees, room, and board) charged to undergraduate students at the institution where he/she attend. However, the total tuition remission granted to dependent children shall not exceed one-half of the current undergraduate tuition at CMC.
7. Applications for tuition remission are to be submitted in writing to the Human Resources department each semester/quarter, accompanied by a complete academic transcript and original billing statement from the institution attended.
8. All tuition remission will be paid directly to the institution attended. If a student withdraws from an institution before completing the academic year, any rebate of tuition remission will be returned to CMC. Staff and faculty members of dependent children receiving tuition remission will be responsible for returning any money to CMC.
9. Normally, tuition remission covers no more than 16 semesters (or the equivalent) of undergraduate education. The tuition remission may be divided among any of the staff or faculty member's eligible children. For example, two children might each be eligible for eight semesters of tuition remission aid, four children for four semesters, etc.
10. Should an eligible staff or faculty member satisfy the criteria for either a short- or long-term disability, whose children would otherwise be eligible for tuition remission, the children will normally remain eligible for not more than five years from the staff or faculty member's date of disability. Although this extension will help children not yet enrolled in college at the time of a staff or faculty member's disability, it will normally not continue beyond the stipulated five year period.
11. Early retirement from CMC requires that staff and faculty members are at least 55 years of age and have at least ten years service. Should an eligible staff or faculty member retire from CMC, whose children would otherwise be eligible for tuition remission, the children will normally remain eligible for not more than five years from the date of the staff or faculty member's retirement date. Although this extension will help children not yet enrolled in college at the time of a staff or faculty member's retirement, it will normally not continue beyond the stipulated five year period.
12. Should an eligible staff or faculty member die whose children would otherwise be eligible for tuition remission, the children will normally remain eligible for not more than five years from the date of the staff or faculty member's death. Although this extension will help children not yet enrolled in college at the time of a staff or faculty member's death, it will normally not continue beyond the stipulated five year period.