

Frequently Asked Questions for Tuition Benefit

1. What are the deadlines for applying for the Tuition Benefit programs?

If planning to take courses at Augsburg, the summer/fall/spring enrollment application deadline is May 1.

- If planning to take courses through either CIC, ELCA, or TE exchanges, the deadline is May 1.
- If planning to take courses through the ACTC Tuition Program, please refer to the table below. Be sure to submit the application to Human Resources early, in order to ensure that HR and Student Financial Services is able to submit the application to the host institution by the deadline—at least 2 weeks prior is recommended.

Educational Institution	Host Institution Tuition Remission Deadline
Augsburg University	May 1
Hamline University	May 1
Macalester College	March 15
St. Catherine University	Start of the Term
St. Thomas University	March 1 (Priority Date)

2. What is the process for applying for Tuition Benefit programs?

There is a Tuition Benefit Application Form that all interested parties must fill out in order to be considered for any type of Tuition Benefit program. The form can be found on the HR Moodle website. *Please remember to fill out a new Tuition Benefit Application Form each new academic year, beginning with summer term!*

3. Where do I turn in the Tuition Benefit Application Form?

Please submit your Tuition Benefit Application Form to the Human Resources Department in Memorial Hall, Suite 19, by May 1 for summer/fall/spring enrollment at Augsburg University or earlier if looking to apply for benefits through one of the exchange programs.

4. If I am applying for multiple Tuition Benefit Exchange programs, do I need to turn in a separate form for each school?

No, you only need to submit the Augsburg Tuition Benefit Form and then Student Financial Services will submit any necessary individual forms to each school site.

5. What schools are included in each of the Tuition Benefit Exchange programs?

- a. ACTC: Macalester, Hamline, St. Thomas, and St. Kate's
- b. ELCA: For a list of all ELCA colleges, please reference <http://www.whygolutheran.org/>. We would recommend checking in with each individual school to make sure that they do participate in the ELCA Tuition Benefit Exchange program!
- c. CIC: A complete list can be found on their website www.cic.org
- d. TE: A complete list can be found on their website www.tuitionexchange.org

6. What are my chances of getting accepted into the various Tuition Benefit Exchange programs?

All of the Tuition Benefit Exchange programs are competitive, and students are not guaranteed acceptance into the programs, even if they are accepted into the school.

7. Do you have any tips for increasing my chances of getting accepted?

Some action steps that might increase your chances of acceptance would be:

1. Apply early - September/October of a student's senior year in high school. (Please note that we cannot "hold a spot" for a student by having them apply earlier than this time).
2. Reach out personally to the school (either Admissions or the Financial Aid Office). Do not be afraid to make a personal call or set up an appointment at a school to express your strong interest in attending there. Additionally, each school does administer the benefit differently, so finding out more details about their process and percentage of students accepted might be helpful.

8. What is included in the Tuition Benefit discount?

Generally, the Tuition Benefit discount includes a certain percentage off of tuition only; fees, room, and board are not included. However, each school is entitled to administer the benefit differently, so check in with each individual school to receive the most accurate information.

9. If one school participates in more than one exchange, how is it determined which exchange I'll be accepted into and how will that impact the amount of my benefit?

Each individual school decides which exchange program to accept students into every year, based on their own specific criteria. The amount of the benefit could vary depending on which exchange program the student is accepted into, so please be sure to contact each individual school for more details.

10. How does the Tuition Benefit work for Augsburg employees in a graduate program?

Augsburg employees are allowed to receive 75% off tuition, for up to \$5,250 per CALENDAR year. Here is an example of how the benefit might work for a student taking two courses per term:

SPRING TERM:	SUMMER TERM:	FALL TERM:
Cost: \$4,656	Cost: \$4,656	Cost: \$4,656
Tuition Benefit: \$3,492	Tuition Benefit: \$1,758	\$0

Please note that since the above student hit the \$5,250 maximum during summer term, he/she received a lower benefit for summer term and was out of eligibility for the calendar year before fall semester.

11. If I am receiving the undergraduate Tuition Benefit at Augsburg, do I still need to complete the FAFSA?

Yes, first-time degree-seeking students MUST complete the FAFSA in order to receive the Tuition Benefit at Augsburg!

12. Can I request an exception to the waiting period?

No, we do not make exceptions to the one year waiting period.