

Tuition Remission

Dual Enrolled Dependents of Cedarville University Employees



Tuition Remission (TR) is provided to Cedarville University employees as a benefit, and eligibility is managed by University Human Resources. High school students taking Cedarville courses may be eligible to participate in TR; high school students who are not eligible for TR benefits may utilize College Credit Plus (CCP) funding or receive substantially discounted tuition using Dual Enrollment's (DE) Family Pay Option.

Questions about eligibility for Tuition Remission should be directed to University Human Resources at HR@cedarville.edu or **766-7885**.

Questions about Ohio's College Credit Plus program or Cedarville's Dual Enrollment program should be directed to dualenrollment@cedarville.edu or **766-3333**.

How to Participate in Dual Enrollment at Cedarville

STEP 1: Apply to Cedarville

Students should apply at cedarville.edu/apply by choosing the Undergraduate Application and selecting Dual Enrollment/CCP from the drop-down menu. When applying, the student should use their personal email address and phone number for Duo Authentication and to prevent processing errors.

Please view [admission requirements](#) and [deadlines](#).

STEP 2: Apply for Ohio College Credit Plus (CCP) Funding

As good stewards of University resources, employees are required to apply annually for state funding in order to receive TR benefits for high school students. The CCP funding application is specific to the student type, and the application deadline is April 1. Please see [How to Apply for College Credit Plus Funding](#) on the reverse.

STEP 3: Complete Advising Requirements

Accepted students will receive a welcome email from their Dual Enrollment advisor with instructions on how to view the required DE Orientation video and how to schedule their required academic advising meeting. Both are required prior to enrollment.

The student should also inform their advisor by email of their intent to use TR and submit a copy of their CCP funding award letter (if applicable) prior to enrollment.

DE students are welcome to invite parents to attend the advising meeting, but keep in mind that FERPA rules and University privacy policies apply to all students regardless of age.

STEP 4: Register for Courses

DE students will receive semester-specific registration links via email from their advisor. Registration cannot be finalized until all forms are completed. DE course registration policies and procedures differ from undergraduate policies.

- DE students do not utilize Student Planning through myCU.
- Undergraduate students receive priority consideration for on-campus courses.
- DE students may not be added to a course waitlist, and professors cannot add DE students above the course cap. If a course is full, the student should speak with their DE advisor for assistance with registration or choosing an alternate course.

STEP 5: Complete the Tuition Remission Forms

The Cedarville employee must complete the **Tuition Remission Eligibility Form** after the student is enrolled in a dual-credit course. The awarding sequence for tuition remission recipients is as follows:

- College Credit Plus (CCP) funding will be applied first for CCP-eligible courses. The University will waive course fees for courses paid for with CCP funding, and the student's public or private high school may cover the cost of textbooks and course materials.
- Tuition remission (TR) will then be awarded to bring the total aid package to 100% of tuition. The family will pay course fees for courses covered by tuition remission. Course materials are the responsibility of the student.

For complete guidelines regarding Tuition Remission, please review section 4.4 in the **University Personnel Policy Handbook**.

How to Apply for Ohio College Credit Plus Funding

The annual application deadline for **College Credit Plus** funding is April 1. Students apply for funding based on the type of school that they attend.

Public School Students should contact the high school guidance counselor and submit a CCP Intent to Participate Form. After April 1, students may appeal to the principal or school district to receive funding.

Public schools are required to provide course materials.

Private School Parents must complete the annual CCP-funding application using the OHID system between February 1 and April 1. Late applications are not considered. Awards notifications are emailed to parents by May 6.

Students should contact their high school guidance counselor to learn if course materials are included. Only chartered private schools are required to provide course materials.

Homeschool Parents must complete the annual CCP-funding application using the OHID system between February 1 and April 1. Late applications are not considered. Awards notifications are emailed to parents by May 6.

Homeschools are required to provide course materials.