



Tuition Reduction Benefit for JCCC Employees



JOHNSON COUNTY
COMMUNITY COLLEGE

Tuition Reduction Benefit for JCCC Employees

Johnson County Community College offers employees a wide array of educational assistance opportunities depending on employment status. If eligible, the employee and/or their eligible dependents can qualify for a tuition reduction award every semester!

After enrolling, apply by completing the appropriate application for tuition reduction. The application is available on the Employee tab in your MyJCCC account or online through the employee benefits page. Visit www.jccc.edu and search **“Tuition Reduction & Educational Assistance”** to review the full policy and find the application form. ***Be sure to submit the form prior to the semester’s payment deadline!***

My application was submitted, what’s next?

Once your application, either for yourself or your eligible dependent/s, has been submitted, please allow 2 to 3 business days for the adjustment to be made on the account.

If the application is denied or cannot be processed for any reason, you will be notified by email.

How do I see the adjustment?

Either yourself or your eligible dependent/s can view the adjustment within their respective MyJCCC account. Here’s how:

1. Log in to MyJCCC with your JCCC username and password.
2. Click on the My Finances tab.
 - a. If it is **prior** to the 2nd week of class, the amount of the tuition that is scheduled to pay will show as **“Estimated Financial Aid”**
 - b. The reduction will apply as a payment approximately 2 weeks after the start of the semester. So, if it’s **after** the 2nd week of class, the payment may already be applied to the account.
3. In either case, you can click **View Activity** and use the dropdown to select the term. Once selected, you can review all transactions and account activity. The reduction will be identified by **“Staff Tuition Reduction”** in the Description column.
4. Be sure to review your account prior to the payment deadline each semester. If the tuition reduction is posted as **“Estimated Financial Aid”**, your enrollment will be protected on the payment deadline. If there is a balance owed beyond what is covered by the tuition reduction, you will be responsible for that balance.



If my dependent is the student, can I see their account?

Yes, students may authorize others to view and/or pay their JCCC bill through their My Finances tab. Within My Finances, it's easy to add the individual by clicking the "Authorized Users" link under the My Profile Setup menu.

If I have a balance, how can I pay?

The reduction will be equivalent to the applicable amount of tuition and fees (Johnson County resident rate) for JCCC credit courses. If the student has a term balance on their account, once the reduction is included, there are multiple payment options available. Payment can be made directly on the account through the My Finances tab in MyJCCC. View more ways to pay tuition: www.jccc.edu/admissions/tuition

Students are also encouraged to complete the JCCC Scholarship Application and apply for federal financial aid. www.jccc.edu/financialaid

What if I paid my balance before the reduction was posted?

If the student pays for classes prior to the tuition reduction award, the student will be refunded any credit balance after the award is applied to the account.

Need more information?

JCCC Human Resources

GEB 274

913-469-3877

jcccjobs@jccc.edu

MAKE YOUR TOMORROW HAPPEN. ENROLL TODAY!



Flexible scheduling with classes offered when you need them



Online options to take classes anywhere and hybrid classes that combine online and campus visits



Free tutoring and guidance to empower you and help you succeed in your chosen career



Smaller class sizes for personalized attention and evolving resources to help you advance



Experienced, forward-thinking faculty who help you attain real-world marketable skills



Quality education that sets the standard for community colleges



More for less; affordable tuition with an active campus culture



**JOHNSON COUNTY
COMMUNITY COLLEGE**

YOUR
TOMORROW
STARTS HERE.

■ NOTICE OF NONDISCRIMINATION Johnson County Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the Dean of Student Services and Success or Director of Human Resources, Johnson County Community College, 12345 College Blvd, Overland Park, KS 66210, 913-469-8500; or to Office for Civil Rights, U.S. Department of Education, One Peticcoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106.