

## Application Procedures

1. A completed application packet for participation in the VUU-TAP must be submitted to the Human Resources Office with a copy to the Title III/Sponsored Program Office on the following timetable:

Fall term	Spring term	Summer term
June 1st	October 1st	April 1st

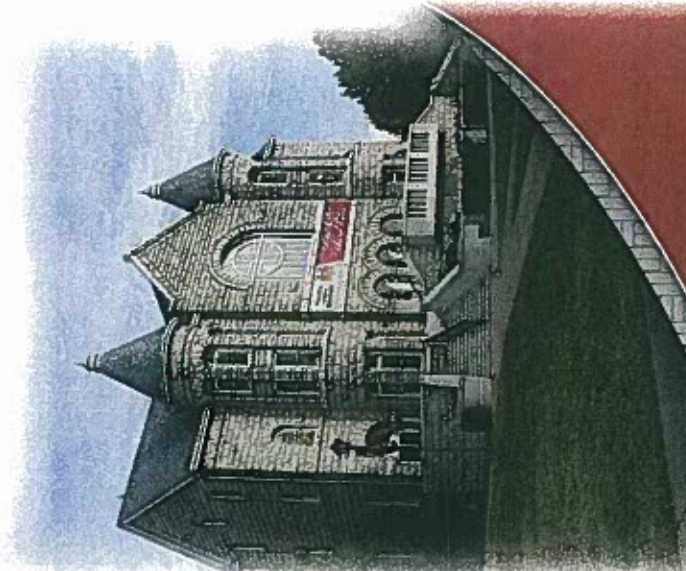
2. The application packet must include: (1) the VUU-TAP letter of application; (2) unofficial transcripts of all undergraduate and graduate course work; (3) letters of support from at least one professional colleague, the applicant's supervisor, and at least one person of the applicant's choosing; (4) letter of acceptance from the institution from which the degree will be earned, including the date of acceptance and for which term the acceptance applies. Packets that are incomplete on the deadline date for each term will not be considered.
3. Applicants will be notified of the receipt of the application packet and all required supporting documentation when the packet is received, or will receive notice of any pending items for the packet prior to review and approval by the employee's supervisor, the Vice President of the Division in which the employee works, the Professional Development Committee, and the President.
4. Following review and approval by the supervisor, the Vice President of the Division in which the employee works, the Professional Development Committee, and the President, applicants will be notified of their acceptance into VUU-TAP. Written notification of acceptance will be provided by the applicant indicating knowledge of and intention to adhere to the policies and guidelines governing the Virginia Union University Tuition Assistance Program.

## Requirements for Continuing Participation in the VUU-TAP

1. Once selected for the VUU-TAP, employees must submit all appropriate paperwork at the end of each term to show tuition charges and satisfactory completion of course work for the term to Human Resources and the Title III Sponsored Programs/Research Offices.
2. Participants in the VUU-TAP must maintain at least a 3.0 cumulative GPA each semester for continuing financial support through the program. Failure to maintain a 3.0 GPA in any given semester may result in suspension of reimbursement for that semester. Failure to maintain a 3.0 GPA for more than one semester may result in permanent loss of eligibility for tuition reimbursement.
3. Applicants who fail to matriculate and/or complete the degree program within the required time frame (for your course of study) for which support is provided are required to reimburse the university all funding that has been provided toward terminal degree completion.
4. Participants are required to remain at Virginia Union University upon completion of the terminal degree program for at least one academic year for each year that support was received (in the amounts of \$3,000 - \$5000).
5. Failure of the participant to remain at Virginia Union University, as described above, will result in the full tuition reimbursement to the institution for the financial support that was provided.



## Virginia Union University TUITION ASSISTANCE PROGRAM (VUU-TAP)



## Overview

The purpose of the Virginia Union University Tuition Assistance Program (VUU-TAP) is to provide financial assistance to faculty and professional staff of Virginia Union University who are accepted into and actively working toward completion of terminal degrees, which are usually Ph.D. and Ed.D. degrees, although other degrees are eligible for inclusion as long as they are considered terminal degrees in the academic disciplines in which the degree is sought. Because the secondary aim of provision of financial assistance for terminal degree completion is to enhance the credentials and qualifications of the faculty and professional staff of the university, the expectation is that faculty and professional staff will remain at the university upon completion of the terminal degree. Acceptance of financial assistance through the VUU-TAP requires the agreement of participants to remain at the university for one academic year for each year of financial assistance provided to complete the terminal degree.

Assistance through the VUU-TAP is provided in the form of tuition reimbursement and is subject to the following eligibility requirements:

## Eligibility

1. In order to receive tuition assistance for completion of the terminal degree, employees must be a full-time member of the faculty or professional staff of Virginia Union University for at least three years at a current salary level of less than \$70,000 per year.
2. The terminal degree that tuition assistance is being sought for must be at a regionally-accredited institution and directly related to the employee's current job responsibilities and professional development goals. A terminal degree at a Carnegie classified institution with a high research concentration is required. Participation in the program must be approved by the employee's supervisor, the Vice President of the Division in which the employee works, the Professional Development Committee, and the President. All parties must approve the advanced degree program as it relates to the employee's current job responsibilities before entry into the tuition assistance program is approved.
3. The employee must meet the application and academic requirements of the degree program for which tuition assistance is being sought, and provide a letter of acceptance indicating that all application requirements have been met and the term for which the acceptance applies.

4. The employee must be willing to complete the terminal degree program within a 4-5 year period after being accepted and be willing to take courses on a part-time/full time basis, as appropriate, in order to successfully complete the program within the allotted 4-5 year period of time.

5. Financial Assistance Provided: The amount of the financial assistance provided per participant will vary based upon the number of degree candidates participating and the total funds available for each year of the program. It is anticipated that tuition assistance grants will be in the range of \$3,000 - \$5,000 with a maximum grant of up to \$25,000 per participant if sufficient funds are available due to the number of participants in the TAP program for each year of the program.



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