

AREA OF RESPONSIBILITY: HUMAN RESOURCES DEPARTMENT
RESPONSIBLE CONTACT: DIRECTOR OF HUMAN RESOURCES
POLICY IDENTIFICATION: TUITION REMISSION
REVISED DATE: 02/06/09; 05/2022

It is the policy of the University to offer educational program incentives that promote the professional growth and development of its employees. The University offers 50% tuition remission program to eligible persons.

Who Can Apply for the Program

Full-time faculty and staff members and their spouses and eligible children may take advantage of this program. The dependents or younger must be legally adopted or biological children up to 24 years of age.

Part-time employees are not eligible to participate in the Tuition Remission Program.

Taking Classes During Scheduled Work Hours

Full-time employees who have classes during their regular scheduled work hours must make up the time spent in class.

How to Apply for the Program

Employees who wish to take advantage of the programs, must obtain written permission from the immediate supervisor or department head, write a statement of purpose, obtain appropriate approvals on the Application for Tuition Remission and provide proof of completion.

PROCEDURE FOR PROGRAM ADMISSION

1. Must obtain written permission from the immediate supervisor or department head
2. Write a statement of purpose
3. Obtain appropriate approvals on the Application for Tuition Remission and provide proof of completion.