



LP 5.15

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3/11/2020

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11/29/2021

Policy Owner:
Board of Trustees

Policy Administrator:
Human Resources

Affected Parties:
Employees

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Tuition Assistance

THE LANGUAGE USED IN THE LANDER POLICY FOR ADMINISTRATION AND STAFF DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND LANDER UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. LANDER RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. LANDER UNIVERSITY'S OFFICE OF HUMAN RESOURCES HAS THE AUTHORITY TO INTERPRET THE UNIVERSITY'S HUMAN RESOURCES POLICIES.

1 Summary

This policy sets forth the criteria for tuition assistance to provide full-time equivalent (FTE) employees (faculty and staff) with opportunities to further their education within Lander University.

2 Policy Statement

2.1 Tuition assistance is available to all eligible employees of Lander University

3 Eligibility

3.1 Faculty

To be eligible to receive tuition assistance, faculty must:

3.2 Be employed in an FTE (slotted) position;

3.3 Have successfully completed at least six (6) months of state service;

3.4 Have been admitted to Lander University through the Office of Admissions; and

3.5 Not have received notice of non-reappointment for next academic term.

3.6 Staff

To be eligible to receive tuition assistance, staff must:

- 3.6.1 Be employed in an FTE (slotted) position;
- 3.6.2 Be employed at least thirty (30) hours per week;
- 3.6.3 Have successfully completed at least six (6) months of state service; and
- 3.6.4 Have been admitted to Lander University through the Office of Admissions.

4 Program Provisions

- 4.1 Eligible faculty and staff may apply to take one or more courses totaling no more than six (6) credit hours (including labs) per academic term, at no charge, on a space-available basis. Participants taking additional courses will pay the regular tuition rate in effect at the time of enrollment. For purposes of this program, any summer session is considered one academic term.
- 4.2 The regular application fee will be waived. However, the Tuition Assistance Program does not pay for other expenses incurred or required by the course (e.g., textbooks, field trips), unless Lander University requires the employee to attend the course.
- 4.3 An enrolled employee who resigns, is dismissed, or otherwise leaves the university will be allowed to continue in the course on a tuition-free basis except under extenuating circumstances. However, the employee will not be permitted to enroll in additional courses under this program.
- 4.4 Courses must be taken for academic credit, but do not have to be taken toward the completion of a degree.
- 4.5 Employees must pass the course(s) taken to have tuition costs reimbursed by Lander University. Employees who fail the course(s) will not be reimbursed. This does not apply to course(s) required by the University.

5 Class Scheduling

- 5.1 Employees are expected to enroll in classes during hours that do not conflict with their other university obligations. When an approved class cannot be scheduled during an employee's non-work hours, prior approval for course enrollment must be

obtained from the respective chair, dean, director, or supervisor. The respective chair, dean, director, or supervisor will consult with the appropriate vice president and, with the vice president's approval, will adjust the work schedule if it is determined that such an adjustment will not interfere with the employee's normal duties or the operation of the employee's office or academic unit.

- 5.2 When an approved class cannot be scheduled during non-work hours and it is not feasible to adjust the employee's work schedules, participants who earn annual leave may be allowed to take annual leave for the purpose of attending class. Alternatively, authorized leave without pay for up to ten (10) days per year may be used to attend class. Both annual leave and authorized leave without pay must be approved, in advance, by the department chair, dean, director, or supervisor.

6 Procedure

- 6.1 Employees must be admitted through the appropriate admissions process (Section 6.2 below) and complete an application for the Tuition Assistance Program (Section 6.3, below).
- 6.2 Applications for admission are available at <http://www.lander.edu/admissions> or in the Admissions Office.
- 6.3 Applications for the Tuition Assistance Program are available at <https://www.lander.edu/hr> or in the Office of Human Resources.
- 6.4 Applications for the Tuition Assistance Program with the supervisor's approval must be submitted to the Office of Human Resources for a verification of eligibility.
- 6.5 Final approval of the Tuition Assistance Program application does not guarantee admission as a student to Lander University, nor does it register or enroll a participant in the requested course. Employees are individually responsible for applying for admission to the university and for receiving academic advisement.
- 6.6 Lander University will coordinate tuition assistance with other educational or scholarship funds the employee receives. The combination of tuition assistance, grants, and scholarships shall not exceed the cost of the tuition for the approved course(s). In the event that grants and scholarships meet or exceed those costs, tuition assistance shall not be awarded.

7 Final Approval Authority

7.1 Final approval of eligibility for tuition assistance under the Tuition Assistance Program is made by the Office of Human Resources.

8 Policy Revision History

- Approved by the Board of Trustees on 3/11/2020.
- Revised by Human Resources to lower the eligibility requirement for length of service from one year to six months for faculty and staff on 11/19/2020.
 - Lowered the eligibility requirement for length of service from one year to six months for faculty and staff.
 - Added “Final Approval Authority” section.
 - Removed section referencing Staff Development Grant available through Lander Foundation.
- Reviewed by Policy Coordinator on 7/29/2021.
- Approved by the Lander University Board of Trustees on 9/14/2021.
- Added Section 4.5, “*Employees must pass the course(s) taken to have tuition costs reimbursed by Lander University...*” as a minor change not requiring board approval since the statement is already included in the Tuition Assistance Application. Changed proposed by Director Human Resources and approved by policy coordinator on 11/29/2021.