Tuition Assistance (LP5.15)

LANDER UNIVERSITY POLICY

3/23/2021

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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:

3.1.1 Be employed in an FTE (slotted) position;

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

3.1.3 Be admitted to Lander University through the Office of Admissions; and

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

3.2 Staff

To be eligible to receive tuition assistance, staff must:
3.2.1 Be employed in an FTE (slotted) position;

3.2.2 Be employed at least thirty (30) hours per week;

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

3.2.4 Be admitted to Lander University through the Office of Admissions.

4 Program Provisions

4.1 Eligible faculty and staff may apply to take 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.

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 must be obtained by the respective chair, dean, director, or supervisor prior to the employee’s enrollment. The respective chair, dean, director, or supervisor will consult with the appropriate vice president and, with the vice president’s approval, will elect to adjust the work schedule if it is determined that such an adjustment will not interfere with the employee’s normal duties and operations within the office or academic unit.

5.2 When an approved class cannot be scheduled during non-work hours and it is not feasible to adjust work schedules, participants who earn annual leave may be
allowed to take annual leave for the purpose of attending class. Authorized leave
without pay for up to ten (10) days may also 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 with the supervisor’s approval must be sent to the Office of Human
Resources for a verification of eligibility.

6.5 Final approval of the Tuition Assistance Program application does not register or
enroll a participant in the requested course, nor does it guarantee admission as a
student to Lander University. 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 human resources office and does not register or enroll a
participant in the requested course nor guarantee admission as a student to Lander
University. Faculty and staff are individually responsible for applying for admission to
the university and for receiving academic advisement.

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.
• Revised by Human Resources on 11/19/2020:
  o Lowered the eligibility requirement for length of service from one year to six months for faculty and staff.
  o Added “Final Approval Authority” section.
• Removed section referencing Staff Development Grant available through Lander Foundation.
• Lander University Board of Trustees review: Pending.