

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Services and Benefits	Section: V
	Subject: C
SUBJECT: Tuition Assistance	Effective: 01/2011
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TUITION ASSISTANCE

Purpose

The purpose of tuition assistance is to develop a better educated workforce and provide for job enhancement opportunities within South Carolina State University. Applications for tuition assistance at South Carolina State University will be accepted and approved on a first-come, first-served basis regardless of race, color, religion, gender, age, national origin, disability, or veteran's status, in accordance with federal and state laws. The University is committed to providing all employees equal access to its programs.

Eligibility

All employees in FTE and Temporary Grant (P-14) positions who work at least 30 hours or more per week and who have at least six months of satisfactory service with the University in an FTE or Temporary Grant (P-14) position are eligible to participate in the Tuition Assistance Program. Employees in temporary positions are not eligible to participate in this Program. Employees must be in a South Carolina State University FTE or Temporary Grant (P-14) position at the time of enrollment in the course.

Guidelines

Tuition assistance at the University consists of the Tuition Waiver Program and the Tuition Reimbursement Program. The guidelines for both programs follow.

A. Tuition Waiver Program Guidelines

1. Eligible employees may take one three-hour credit course (four hours in the case of a lab course) per academic term, at no charge. However, a faculty member may not enroll in courses in a department for which he or she provides leadership or in a graduate course that he or she may teach at the University.

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2. Applications are accepted on a first-come, first-served basis based on space availability. Participants taking additional courses will pay the regular tuition rate in effect at the time of enrollment.
3. The payment of the regular tuition fee will be waived. However, the costs of other expenses incurred or required by the course such as books, equipment, supplies, laboratory or other fees, etc. will not be waived.
4. An enrolled employee who leaves the University will be allowed to continue in the course tuition free. However, he or she will not be permitted to enroll in additional courses under this Program.
5. Participants may enroll in a course for academic credit or may audit a course. Employees are encouraged to consult the appropriate graduate or undergraduate catalog for other regulations which may apply.
6. Employees who participate in the Tuition Waiver Program are required to work the normal number of hours in their work schedule. Department heads may accommodate variable work schedules for employees and/or allow them to use annual leave to accommodate class schedules. However, such schedules shall not interfere with the services of the University.
7. Employees must obtain approval for time off and/or variable work schedules from their supervisors in accordance with University policies. Courses should be scheduled outside of normal work hours whenever possible.
8. Employees must be admitted through the appropriate admissions process and complete a Tuition Waiver Application ([Form P-37](#)) for the Tuition Assistance Program.
9. Applications approved by the employing department must be sent to the Office of Human Resource Management (OHRM) at least one week prior to the end of the registration period for review of eligibility requirements and final approval or disapproval. Applications not received by the cutoff date will not be approved.
10. Final approval of the Tuition Waiver Application by OHRM does not register or enroll a participant in the requested course, nor does it guarantee admission as a student to South Carolina State University. Employees are personally responsible for applying for admission to the University and for receiving academic advisement.
11. Participants must present an approved Tuition Waiver Application ([Form P-37](#)) during the time of registration or during the pre-registration process, in order to have tuition waived.

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B. Tuition Reimbursement Program Guidelines

1. Tuition reimbursement may be provided for no more than six credit hours per academic term per employee.
2. Employees must pass the course(s) with a grade of “C” or higher to have tuition costs reimbursed by the University. Employees who fail the course(s) will not be reimbursed. This does not apply to courses which the University requires an employee to take.
3. Tuition reimbursement will be provided only to University employees who attend accredited institutions of higher learning offering courses within South Carolina and are accepted for admission to those institutions under the respective admissions policies and guidelines. Reimbursement of tuition to another institution will only be provided for courses that are not offered at South Carolina State University, unless the employee is required to attend the course as part of his or her job duties. (Employees who attend South Carolina State University shall follow the Tuition Waiver Program guidelines.) Courses must be taken for academic credit, but do not have to be taken toward the completion of a degree.
4. Tuition will be reimbursed in full by the University. However, the cost of books and any other fees will not be paid by the University unless the employee is required to attend the course as part of his or her job duties.
5. Tuition Reimbursement Applications ([Form P-38](#)) must be completed and approved prior to the start of the course. All applications must have the approval of the Human Resources Director and the Vice President of Finance.
6. Tuition reimbursement will not be available to employees receiving allowances from any other official sources, including the G. I. Bill, scholarships, grants-in-aid, etc.
7. Implementation of this Program is subject to availability of funds and consideration will be given on a first-come, first-served basis.
8. All tuition costs associated with attending classes will be the initial responsibility of the employee. Documentation of payment must be provided to the Vice President of Finance before the beginning of classes. Employees must bear any associated costs of the application and acceptance process. After the employee has successfully completed the class, he or she must provide an official copy of a grade and receipt of payment to the respective institution to the Vice President of Finance in order to be reimbursed by the University. The supporting documents must be presented no later than 15 calendar days after the course completion.

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9. Employees who attend classes at the request of the University must have written justification from their immediate supervisor, department head and Vice President (or applicable Division Head) before attending classes. The University will pay the tuition to the institution where the employee is to attend.
10. Courses subsidized through the Tuition Reimbursement Program must have a direct relationship to the employee's current job requirements or to career development opportunities within South Carolina State Government.
11. Selection for participation in the Tuition Reimbursement Program will be by the Vice President of Finance and will not be subject to appeal or review outside the University.
12. Resources received from the Tuition Reimbursement Program may be subject to Federal and State taxes. Each employee who receives tuition reimbursement is responsible for reporting any such tax consequences.