

## FOUNDATION TUITION ASSISTANCE PROGRAM EMPLOYEE APPLICATION

Important note: Tuition assistance will cover the in-state on-campus tuition rate only.

EMPLOYEE INFORMATION (PLEASE PRINT)				
Last Name	First Name	Middle Initial	Employee ID	
	Year Year Classes are counted as one semester)	Year Year Telephone Number (Day)		
SEPARATE APPLICATION REQUIRED FOR	EACH SEMESTER			
WORK SCHEDULE APPROVAL				
Classes cannot be taken during the employeranted by the employee's supervisor and application. All missed work time will be n	d the appropriate VP. <u>All classe</u>	<u>s <i>require</i></u> your supervisor and	uating circumstances and approval is d VP's approval and signature on this	
List Classes to be Taken	Time	Section	Course #	
		_		
Explanation of extenuating circumstances	5:			
Explanation of how time will be made up	during the work week:			
By signing this application, the Departme Program. The Department and employee  Approved Not Ap	understand that all missed work			
Supervisor Signature	TED	Date		
Approved Not Ap	proved			
Foundation President/CE Signature DIGITAL SIGNATURE NOT ACCEPT		Date		



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## **PROGRAM GUIDELINES**

Employee - an employee with a contract stipulating work for FHSU of at least fifty (50) percent of full-time in a contract year is considered eligible.

- Employee must be admitted to the university.
- A maximum of 6 credit hours (graduate or undergraduate) of tuition charges per semester is covered for fall, intersession/spring, and summer. The student will pay all other fees.
- On-campus and Virtual College credit hours are included. The maximum allowed per benefit is the in-state on-campus tuition for undergraduate and graduate level courses.
- A 2.0 minimum FHSU undergraduate GPA and a 3.0 graduate GPA must be maintained.
- Classes cannot be taken during regular business hours unless there are extenuating circumstances and prior approval is granted by the employee's supervisor and the appropriate VP/Dean.
- Employee shall seek approval and obtain supervisor and appropriate VP/Dean signatures on the Tuition Assistance application.
- Non-credit workshops, community education, and concurrent enrollment courses are not included.
- Courses must be taken for professional development purposes that benefit both the employee and the university.
- Employees with less than a full-time appointment will receive tuition benefits consistent with their FTE (i.e., A .5 FTE employee will receive a 50% reduction in tuition)

Additional program information can be located at <a href="http://www.fhsu.edu/humanresourceoffice/Other-Benefits/#Tuition\_Assistance">http://www.fhsu.edu/humanresourceoffice/Other-Benefits/#Tuition\_Assistance</a>.

APPLICATION DEADLINES			
Fall Semester	First Friday in August at 4:30 pm		
Intersession/Spring Semester	First Friday in December at 4:30 pm		
Summer Semester	First Friday in May at 4:30 pm		

## Return completed form to:

FHSU Foundation ~ 1 Tiger Place ~ Hays, KS 67601 ~ Office: (785) 628-5701 ~ Email: ladougherty@fhsu.edu

AFFIRMATION I affirm that I meet the criteria as stated above. I understated Hays State University may verify any information provided may result in loss of the benefit and possible termination	ed by me in this process. I under	
Employee Signature  DIGITAL SIGNATURE NOT ACCEPTED	Date	Telephone Number (Day)
VERIFICATION OF EMPLOYMENT		OFFICE USE ONLY
This is to certify that the employee named above is empl service requirements to qualify for tuition assistance. Thi Regents.		

Fort Hays State University reserves the right to modify, adjust or eliminate this program as determined by the President. Fort Hays State University will complete a yearly analysis of this program and provide the same to the Kansas Board of Regents.

Date

FTE %

Revision 10/2024

Foundation

Designee