



POLICY TITLE: **Tuition Assistance Program**

POLICY PURPOSE: Fort Hays State University provides tuition assistance for employees, their spouses and dependents. The Tuition Assistance Program is available to benefits eligible employees. Qualifying employees, spouses, and dependents may receive assistance year round for both on-campus and on-line courses.

BACKGROUND: Fort Hays State University Tuition Assistance Program was established for 2005 - 2006 academic year.

APPLIES TO: A FHSU employee with a contract stipulating work for FHSU of at least fifty (50) percent of full-time in a contract year, a lawful spouse or dependent of an eligible FHSU employee. No one is eligible until 12 continuous months of employment have been completed by the employee, or completion of an academic year contract in the case of faculty. A dependent, is defined as an unmarried natural child, adopted child, stepchild or legal ward under the age of 25 of an eligible FHSU employee.

DEFINITIONS:

CONTENTS:

POLICY STATEMENT: Fort Hays State University will provide tuition assistance (participants are required to pay all applicable fees) for employees, their spouses, and dependents of employees. The definition of each eligible group is provided below along with general eligibility criteria. Also included is a section regarding application procedures. Be sure to examine the criteria carefully and contact the FHSU Human Resource Office with questions regarding eligibility or the Financial Assistance Office for questions regarding specific awards.

General Program Definition and Eligibility

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 is not eligible until 12 continuous months of employment have been completed, or completion of an academic year contract in the case of faculty
- Employee must be admitted to the university
- A maximum of 6 credit hours (graduate or undergraduate) per

semester is covered for fall, intersession/spring, and summer

- On-campus and Virtual College credit hours are included. Maximum allowed per benefit is 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 appropriate Vice President or Dean
- Employees shall seek approval and obtain supervisor and appropriate Vice President or Dean's 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 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 50% tuition assistance).

Spouse – Any lawful spouse of an eligible employee of Fort Hays State University.

- A spouse is not eligible until the employee has completed at least 12 continuous months of employment, or an academic year contract in the case of faculty
- Spouse must be admitted to the university and degree seeking
- A maximum of 12 undergraduate credit hours, or 9 graduate hours is covered for fall, intersession/spring and 9 undergraduate credit hours or 6 graduate hours in the summer.
- On-campus and Virtual College credit hours are included. Maximum allowed per benefit is 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
- Non-credit workshops, community education, and concurrent enrollment courses are not included

- Spouses of part-time employees will receive tuition reduction commensurate with the level of FTE (i.e., the spouse of a .5 FTE employee will receive up to a 50% tuition assistance.)

Dependent – A dependent is defined as an unmarried natural child, adopted child, stepchild or legal ward of an eligible employee under the age of 25. The dependent may be claimed as a dependent of the employee for income tax purposes based on IRS guidelines. In the case of a legal separation or divorce, a natural or adopted child or legal ward may participate regardless of which parent declares the child as a dependent for income tax purposes. In addition, the dependent must be a high school graduate.

- Dependent student must be admitted to the university, degree seeking and the benefit is limited to the dependent’s first bachelor’s degree.
- A maximum of 12 undergraduate credit hours per semester is covered for fall, intersession/spring and 9 undergraduate credit hours in the summer.
- On-campus and Virtual College credit hours are included. Maximum allowed per benefit is in-state on-campus tuition for undergraduate courses.
- A 2.0 minimum FHSU undergraduate GPA must be maintained
- Non-credit workshops, community education, and concurrent enrollment courses are not included
- A dependent is not eligible for tuition assistance until the employee has completed at least 12 continuous months of employment or one academic year contract in the case of faculty. The levels of tuition assistance associated with longevity are outlined below:

Length of Employment with FHSU Percentage of Tuition Assistance

Following 1 year of employment	20%
Following 2 years of employment	40%
Following 3 years of employment	60%
Following 4 years of employment	80%
Following 5 years of employment	100%

- Dependents of part-time employees will receive maximum tuition reduction commensurate with the level of FTE (i.e., the dependent of a .5 FTE employee will receive up to 50% in tuition assistance, prorated according to the above schedule of years in employment.)

Application Procedure

Each eligible group (employee, spouse, or dependent) has a separate application available. Employees must submit an Application for Tuition Assistance, http://www.fhsu.edu/humanresourceoffice/Other-Benefits/#Tuition_Assistance to the FHSU Human Resource Office each semester. Complete applications will be reviewed by the Human Resource Office to confirm employment and spouse and dependent eligibility. Applications will then be forwarded to the Financial Assistance Office for calculation of assistance amount and posting to accounts.

Application Deadlines:

Fall – First Friday in August at 4:30 pm

Spring – First Friday in December at 4:30 pm

Summer – First Friday in May at 4:30 pm

General Eligibility Requirements for each Assistance Program

Tuition Assistance Program	Course Level	On-Campus	Virtual College	Undergrad Max Hours Covered	Grad Max Hours Covered	When Eligible
Employee	Grad, Undergrad	Yes	Yes	6	6	After 12 months of employment
Spouse	Grad, Undergrad	Yes	Yes	12	9	After employee completes 12 months of employment
Dependent	Undergrad	Yes	Yes	12	N/A	See table above

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

The Tuition Assistance Program is not available to temporary employees, including student employees.

Awarding of Tuition Assistance Scholarships or any other scholarships may require the adjustment of other types of federal and state aid.

Tuition Assistance benefits may be subject to taxation as earned income by the IRS. Recipients are urged to contact their personal tax advisor for more information.

Tuition assistance under these programs is only for courses that have space available.

The Tuition Assistance program may be modified, adjusted or eliminated without notice by the FHSU President.

Adjustments to class schedules resulting in ineligibility will result in immediate repayment of tuition assistance funds.

RELATED DOCUMENTS:

Policies: Tuition Assistance Policy <http://www.fhsu.edu/personnel/tuition-assistance/>

Forms: Tuition Assistance Applications
http://www.fhsu.edu/humanresourceoffice/Other-Benefits/#Tuition_Assistance

Other:

KEYWORDS:

RESPONSIBLE OFFICE:

Human Resource Office
110 Sheridan Hall

RESPONSIBLE UNIVERSITY OFFICIAL:

Human Resource Director

ORIGINATION DATE:

REVIEW CYCLE: Every 3 years

POLICY ADDRESS:

LAST APPROVED ON: Approved by Cabinet 10/24/2018

REVIEW/CHANGE HISTORY: 9/7/2015
8/1/2005

NEXT REVIEW DATE: 10/2021
