



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by Marshall University Human Resource Services
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Benefits – Educational Benefits
Number:	31
Effective Date:	10/01/06
Last Revision Date:	

Full-Time employees of Marshall University Research Corporation (MURC) may be permitted to enroll in one college course per semester during work time. The following conditions must be met if released time is to be granted: (1) supervisor must give approval for release time; and (2) the course must fall within employee’s normal working hours.

If the above conditions are met, one hour of released time per day will be granted to employee. For a class that meets more than one hour per day, only one hour of release time will be granted.

Reimbursements – Undergraduate

Tuition waiver applications may be obtained through the Admissions Office, Marshall University, 125 Old Main, or at 128 Medical Education Building. The following conditions must be met to receive a waiver: (1) a full-time employee must have completed his/her probationary period; (2) the employee must be taking an undergraduate course; (3) the course must be for a maximum of three credit hours; and (4) reimbursement is not obtained through any other sources (grant, gift, financial aid, etc.).

The Educational Benefits Committee of the Classified Staff Council will award waivers based on the following factors: (1) job-relatedness; (2) degree relatedness; and (3) self-improvement. Every person applying for a waiver will receive some assistance based on the number of employees applying and the amount of money available. All student fees must be paid by the employee.

A tuition waiver covers the full cost of one class (minus student fees) and is awarded first to employees enrolled in job-related classes. Waivers are not awarded for the summer terms, nor are they awarded to the same employee for two consecutive terms.

Some funds are also set aside from the Marshall University Foundation, Inc., for financial assistance. This assistance covers up to half the cost of an employee’s tuition for one class.

Reimbursements – Graduate

Graduate and professional fee waivers are available through the Graduate School and provide only for the waiver of tuition, registration fee, and higher education resource fee. Marshall University gives priority consideration in the awarding of graduate and professional fee waivers to staff who make application in accordance with the institution’s announced application procedures and deadlines. All student fees must be paid by the employee.

Support for Textbook Purchases

For each course approved for fee waiver, MURC will reimburse up to 50 percent (not to exceed \$100) of the cost of required textbook(s) for the course for which a fee waiver is approved. The reimbursement process is supported by the submission to the MURC administration of a properly-completed MURC Purchase Order to which must be attached a copy of the receipt for the purchase by the employee of the required textbook(s). The Purchase Order must reflect 50 percent of the price paid by the employee for the textbook(s) or \$100 whichever is lesser. The actual costs for textbook(s) must be clearly identified on receipts that involved purchase of more than the textbook(s) required for the course. The employee will be reimbursed up to the limits of this policy.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

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