



## Classified Staff Council Tuition Benefit/Assistance Program

### Mission Statement

It is the intent of Classified Staff Council to ensure our employees have the opportunity to further their education by offering tuition benefit/assistance to them as funding is made available.

### Guidelines

#### ➤ Tuition Benefits for On-Campus and E-Course Classes

- On-campus and e-course tuition benefits are available in the Fall, Spring and Summer semesters as funding permits.
- Employees must apply for tuition benefits by the appropriate due dates for each semester.
- Employees must follow the educational benefit policy at [www.marshall.edu/human-resources/handbook/BENEFITS.HTM](http://www.marshall.edu/human-resources/handbook/BENEFITS.HTM) regarding release time from regularly scheduled work week. **With supervisors** approval full-time regular status employees may take up to five hours per week release time to attend class.
- Employees are responsible for all costs not covered which may include: auxiliary, special equity, recreation center, program, lab and late fees.
- Employees must inform the Service Committee at least 10 days prior to the first day of class if they intend to decline the award by notifying the Staff Council Program Assistant at 6-2222. Failure to do so may impact future awards.
- Withdrawing from class or receiving a failing grade in a class for which funds were received will impact eligibility in the following semester.
- Once an employee accepts the benefit/assistance, if they choose to withdraw or drop a class after a 100% refund is available the employee will be responsible for paying back any part of the benefit/assistance that is not refunded by the Bursar's Office.
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- Each employee applying for graduate benefits will be allowed 6 graduate hours unless extenuating circumstances are communicated to the committee and approval is granted for additional hours.
- Each employee applying for undergraduate benefits will be allowed 9 undergrad hours unless extenuating circumstances are communicated to the committee and approval is granted for additional hours.
- Tuition benefits are for classified benefit-eligible Marshall University / MURC employees only.

### Eligibility

- Employee must be admitted to the University as a degree seeking student.
- Employee must be enrolled in a residential program.
- Employee must have completed their initial six-month probationary period prior to first day of class.
- Employee must maintain Financial Aid Satisfactory Academic Progress according to University Policy. [www.marshall.edu/sfa](http://www.marshall.edu/sfa).
- Employee must have a Free Application for Federal Student Aid (FAFSA) on file with the Marshall University Financial Aid Office for current Academic Year. Please go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply.

**Application Package**

- Notice of application deadlines will be posted on the Staff Council's webpage.
- Applicants are responsible for filling out the application correctly by the deadline.
- Complete application form will be available on the Staff Council and Financial Aid's webpages at <http://www.marshall.edu/staff-council/> or <http://webcontent.marshall.edu/sites/sfa/Pages/FormsandApplications.aspx>
- After completion of either 90 undergraduate hours or 18 graduate hours applicants must attach a Plan of Study OR a list of remaining required courses to graduate.

**Deadline Dates**

- Fall Semester – 1<sup>st</sup> Monday of August
- Spring Semester – 1<sup>st</sup> Monday of December
- Summer Semester – 1<sup>st</sup> Monday of May

**Notification of Award**

- All applicants will be notified of their award by Staff Council via email.

**Revised 11/12/15**