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SECTION: Human Resources
SUBJECT: USC Tuition Assistance Policy
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Policy for: All Campuses
Procedure for: All Campuses
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I. Purpose of Policy

Pursuant to Section 59-111-15 of the 1976 South Carolina Code of Laws, as Amended, this document sets forth the policy for tuition assistance to provide permanent faculty and staff the opportunity to further their education and their opportunity for advancement within the University of South Carolina.

II. Policy Statements

A. Permanent faculty and staff are eligible to apply for tuition assistance and/or educational leave regardless of race, color, religion, sex, age, national origin, disability, or veteran status.

B. Eligibility

1. Faculty

a. To be eligible to apply for tuition assistance, faculty must be employed in

a permanent (slotted) position; and have successfully completed one semester of employment; and have been admitted to the University of South Carolina through the appropriate admissions process.

- b. Faculty who have received notice of non-reappointment are not eligible to participate in the Tuition Assistance Program for the academic term(s) following notification of non-reappointment.

2. Staff

To be eligible to apply for tuition assistance, staff must be employed at least thirty hours per week in a permanent position; and have satisfactorily completed six months of employment; and have been admitted to the University of South Carolina through the appropriate admissions process.

C. Program Provisions

- 1. Eligible faculty and staff may apply to take one three hour credit course (four hours in the case of a lab course) per academic term, at no charge, on a space available basis. Participants taking additional courses will pay the regular tuition rate in effect at the time of enrollment.
- 2. The regular application fee will be waived; however, the Tuition Assistance Program does not pay for other expenses incurred or required by the course such as textbooks, field trips, laboratory fees, etc. Special fees for admission in some graduate areas will not be waived.
- 3. An enrolled faculty or staff member who resigns, is dismissed, or otherwise 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.
- 4. Participants may enroll in a course for academic credit, may audit a course, or may select the pass-fail option. NOTE: University regulations may prohibit the use of individual option pass-fail graded courses toward a degree program. Faculty and staff are encouraged to consult the appropriate graduate or undergraduate bulletin for other regulations which may apply.

D. Class Scheduling

- 1. Whenever possible, faculty and staff are asked to enroll in classes during hours which do not conflict with other University obligations; however, when an approved class cannot be scheduled during off hours, the department chairman or director may elect to adjust the work schedule. Department chairmen and directors may deny participation in the Tuition Assistance Program if the

scheduled time of the course would interfere with the academic or business needs of the department.

2. When an approved class cannot be scheduled during non-work hours and it is not feasible to adjust work schedules, participants who earn annual leave may be allowed to take annual leave for the purpose of attending class. Authorized leave without pay for up to 10 days may also be used to attend class. Both annual leave and authorized leave without pay must be approved in advance by the department chairman or director. (See the USC Educational Leave Policy for additional information.)

II. Procedure

- A. Faculty and staff must be admitted through the appropriate admissions process and complete an application for the Tuition Assistance Program. Applications for admission are available through the graduate and undergraduate admissions offices. Applications for the Tuition Assistance Program are available in the Division of Human Resources and the campus Human Resources office on regional and four year campuses.
- B. Applications approved by the employing department must be sent to the campus Human Resources office for a review of eligibility requirements and final approval or disapproval.
- C. Final approval of the Tuition Assistance application by the campus Human Resources office does not register or enroll a participant in the requested course, nor does it guarantee admission as a student to the University of South Carolina. Faculty and staff are individually responsible for applying for admission to the University and for receiving academic advisement.
- D. Participants must present an approved Tuition Assistance Program application at the fee station at the time of registration in order to have tuition waived.

III. Reason for Revision

This policy revision updates the disclaimer language as recommended by State OHR.