

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER:** I:03:02

**DATE:** April, 1989

**REVISION DATES:** March 1993; May 1997; Oct. 2002; Nov. 2008

**(Effective Fall 2009)**

**SUBJECT:** Tuition Assistance Policy

**APPROVED:** William A. Meehan, President

**PURPOSE:**

The tuition assistance policy is designed as an enhancement to the benefits afforded to the employees of JSU.

**POLICY:**

*Employee and dependent eligibility*

Tuition assistance is available to full-time regular employees of the university who have been employed for one year or longer. Jacksonville State University retirees receiving benefits from the Teachers' Retirement System are eligible for tuition assistance. Dependents of employees and service retirees are also eligible. Dependents are defined as the spouse, unmarried children and/or step-children, up to age 25. Children of deceased employees who died while in service to JSU and had held a full-time regular position for at least one year, or who died while receiving retirement benefits or disability retirement benefits may receive tuition assistance up to age 25. Temporary or part time employees are not eligible for tuition assistance.

*Amount of tuition assistance*

All eligible employees and dependents will be allowed a reduction in tuition cost at classroom tuition rates up to 16 hours per semester undergraduate, 12 hours per semester graduate. Employees must pay all fees. Note: Tuition assistance

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for graduate courses may be considered taxable income by the IRS; the university will follow IRS guidelines regarding taxability.

### *GPA eligibility requirements*

Eligibility for tuition assistance is based on cumulative institutional GPA for previous academic year. If a student entering the university has a GPA earned while in dual enrollment, the dual enrollment GPA will be used to determine the eligibility for tuition assistance. The determination date for GPA will be established annually, after completion of the summer term. If the GPA drops below the minimum requirements, the employee or dependent will not be eligible for tuition assistance for the following academic year. If the GPA at the end of the summer term is equal to or greater than 2.0, then the student will be eligible for tuition assistance. For undergraduates the requirements are as follows:

100% assistance	3.5 – 4.0
75%	2.5 – 3.49
50%	2.0 – 2.49

For graduate students:

100%	3.70 – 4.0
75%	3.34 – 3.69
50%	3.00 – 3.33

### *Exceptions to GPA Requirements*

First time freshmen and first time transfer students do not have an institutional GPA. Therefore, these students will be granted tuition assistance at the 50% rate for their first academic year.

### *Eligibility Limitations*

Children of employees become ineligible for tuition assistance if they cease to be dependents as defined by the Internal Revenue Service, or reach age 25 prior to the beginning of the semester. For a detailed definition of dependent see IRS

Publication 17 at <http://www.irs.gov>.

#### *Application Requirements for Tuition Assistance*

Application for tuition assistance is made for an academic year. To apply for tuition assistance, the employee or dependent must complete the Tuition Assistance form BA 44 and return to Human Resources before the open registration due date for the current term. HR will forward the form to the Office of Financial Aid. Tuition Assistance forms received after the above required date will not be processed. There will be no retroactive tuition assistance. Since tuition assistance is determined by institutional GPA, the employee or student applying for assistance will need to provide proof of required GPA. This verification must be included on or attached to the BA Form 44. To confirm classes, your portion of the balance due must be paid and the tuition assistance documentation must be turned in to HR by the appropriate due date - either the early registration due date or the open registration due date.

#### *Scholarships and Other Sources of Assistance*

Assistance is only in the form of tuition reduction and will not be paid as cash. Tuition assistance will be reduced proportionately by any other scholarships from institutional funds. Eligible students who receive scholarships from a non-university funded source may have tuition assistance applied to their account and receive credit for any excess funds available from the non-university funded source.

#### *Class attendance guidelines for employees*

Employees may receive tuition assistance for up to 16 undergraduate or 12 graduate hours each term. However, only one course may be taken during working hours and must be with the supervisor's approval. An employee taking a

course during working hours must make up that time within the week by working through lunch, past regular working hours, or charging the absence to annual leave. See Class Attendance Policy I:03:01 for details.

#### *Auditing*

Eligible employees are allowed to audit one course each semester free of charge. Dependents of employees must pay usual JSU audit fees. Tuition assistance does not apply to auditing classes.

#### RESPONSIBILITY

This policy is the responsibility of the Office of Human Resources.

#### EVALUATION

This policy will be evaluated bi-annually.