



## TUITION ASSISTANCE FOR MVNU FACULTY & STAFF

This policy provides guidance to eligible employees who wish to apply for educational assistance for an undergraduate or graduate program.

### 1. WAITING PERIOD

The waiting period is one full year of continuous employment immediately prior to beginning the program. This period may be waived, when participation is deemed to be of strategic importance to MVNU. Equivalent employment at another accredited higher education institution may be considered towards the waiting period.

### 2. ELIGIBILITY REQUIREMENTS

To be eligible for Educational Assistance, an employee must (a) not have previously earned the degree for which they are applying, and (b) meet all expectations and requirements for admission to the desired program. Qualified employees include those who meet the aforementioned requirements and who are either (a) a full-time faculty member, or (b) a staff person who is required to work a minimum of 1,462.5 hours per year.

### 3. APPLICATION

Applications are available at <http://hr.mvnu.edu> (“Resources for Employees”) and must be submitted to the Human Resources (HR) Department at least 60 days prior to the commencement of term in which the employee plans to enroll. The HR Director must certify applications. Approved programs must be in an area directly related to the employees' MVNU position.

### 4. TUITION REDUCTION FOR AN MVNU UNDERGRADUATE PROGRAM

Qualified employees are eligible for 100% tuition remission. The employee must not already have a Bachelor’s degree and agree to pay all program fees. Departure from full-time employment at MVNU prior to one year beyond graduation will require full repayment of all tuition remission. Repayment will be absolved after one year beyond graduation. On a space-available basis, a qualified employee who already has a Bachelor’s degree, may pay to take an MVNU undergraduate course at a discounted 50% rate off the published tuition rate. (The employee may not be counted as part of the course enrollment for purposes of a faculty teaching loads or cohort minimums.).

### 5. TUITION REDUCTION FOR AN MVNU GRADUATE PROGRAM

Qualified employees are eligible for a tuition reduction. Enrollment will be on a first come, first served, space-available basis. The employee must not already have a Master’s degree and agree to pay all program fees and 15% of tuition. Departure from full-time employment at MVNU prior to one year beyond graduation will require full repayment of all tuition remission. Repayment will be absolved after one year beyond graduation.

### 6. TUITION ASSISTANCE TOWARD A NON-MVNU GRADUATE PROGRAM

Faculty/teaching assistants may, at the sole discretion of MVNU, be approved to participate in such a program. Each program under this policy must be approved by the MVNU Vice President for Academic Affairs and is subject to annual budgetary constraints.

Approved applicants will be eligible for renewable loans equal to 50% of the attending institution’s tuition, up to a total of \$2,500 per semester. Semester includes Fall, Spring and Summer semesters. Assistance may be paid directly to the institution upon an employee's acceptance into the program and receipt of an invoice for tuition charges, or may be reimbursed to the employee with proof of payment. No employee may receive more than \$10,000. Assistance is contingent upon continued employment at MVNU.

Repayment of loaned funds will be absolved (on a pro-rated basis) after the employee completes (a) the program within the agreed-upon time frame and (b) completes 4 years of service to MVNU after completion of the program.\* For each full year of service, one-fourth of the loaned funds will be absolved. Non-completion of the program within the agreed-upon time schedule will result in repayment of all funds advanced by MVNU. Departure of the employee at any time prior to the 4-year period will result in repayment of unabsolved funds, plus interest.

\* Repayment Period, as stated on Tuition Assistance Application is guaranteed regardless of policy revisions.

**7. TUITION ASSISTANCE TOWARD DOCTORAL DEGREES**

Faculty/teaching assistants may, at the sole discretion of MVNU, be approved to participate in such a program. Each program under this policy must be approved by the MVNU Vice President for Academic Affairs and is subject to annual budgetary constraints.

Approved applicants will be eligible for renewable loans equal to 60% of the attending institution’s tuition, up to a total of \$3,000 per semester. Semester includes Fall, Spring and Summer semesters. Assistance may be paid directly to the institution upon an employee's acceptance into the program and receipt of an invoice for tuition charges, or may be reimbursed to the employee with proof of payment. No employee may receive more than \$18,000. Assistance is contingent upon continued employment at MVNU.

Repayment of loaned funds will be absolved (on a pro-rated basis) after the employee completes (a) the program within the agreed-upon time frame and (b) 6 years of service to MVNU after completion of the program.\* For each full year of service, one-sixth of the loaned funds will be absolved. Non-completion of the program within the agreed-upon time schedule will result in repayment of all funds advanced by MVNU. Departure of the employee at any time prior to the 6-year period will result in repayment of unabsolved funds, plus interest.

\* Repayment Period, as stated on Tuition Assistance Application is guaranteed regardless of policy revisions.

**7. TAXABILITY**

MVNU reserves the right to make any necessary payroll adjustments for employees, whose educational assistance benefits are subject to taxation. Employees are ultimately responsible for the taxability of benefits. According to current regulations:

- A tuition reduction for an MVNU undergraduate degree is *non-taxable*.
- A tuition reduction for an MVNU graduate degree is *taxable*, unless the employee performs teaching or research activities for MVNU. Only that amount which exceeds \$5,250 (annually) is *taxable*.
- The loan amount that is absolved for a non-MVNU graduate degree is *non-taxable* up to \$5,250 (annually).
- The loan amount that is absolved for a doctoral degree is *non-taxable* up to \$5,250 (annually).

**8. FUTURE CHANGES**

This policy is subject to change.

Version	Approval Date of Version	Version Type
01-July-2013	Senior Leadership Team, March 5, 2013	<ul style="list-style-type: none"> <li>• Reduce the "continuous years of service" requirement for employees utilizing the Tuition Assistance benefit at MVNU from 2 years to 1 year</li> <li>• Introduce the requirement for employees utilizing the benefit at MVNU to complete 1 year of service to MVNU after completion of degree</li> </ul>
1-November-2013	Senior Leadership Team, October 29, 2013	<ul style="list-style-type: none"> <li>• Language modified ("tuition reduction" and "tuition assistance")</li> <li>• Loan cancellation proration added</li> <li>• Added section 7 on taxability</li> </ul>

20-January-2015	Senior Leadership Team, January 20, 2015	<ul style="list-style-type: none"> <li>• Added required interest on repayment terms</li> <li>• Specific language to include Summer semesters</li> <li>• Clarification that Repayment Period is as stated on Application regardless of policy revisions</li> </ul>
26-February-2015	Senior Leadership Team, February 26, 2015	<ul style="list-style-type: none"> <li>• Addition of 50% tuition discount for employees who already have Bachelor's degree</li> </ul>