UNIVERSITY OF SOUTH CAROLINA

USC Tuition Assistance Application
(For Faculty and Staff in FTE positions or ROTC Faculty)

Reset Form

Instructions
Complete the admissions process to the appropriate program at the University.
• You must be admitted to the University through the regular admissions process before you can register for class. Applications for admission are available through the graduate and undergraduate admissions offices.
Complete an application for the Tuition Assistance Program as early as possible.
• You must complete the form and obtain approval from the appropriate Department Chair or Director.
• For the Columbia Campus, you may scan the completed application to usctuitionasst@sc.edu or you may mail it to Salary Administration at 1600 Hampton St., 8th Floor, Suite 804. For the regional and four-year campuses, submit the completed application to the Human Resources representative on your campus.
• If approved, a copy of the application will be sent to the Bursar's Office for further processing. If disapproved, you will be notified.
Pre-register via Self Service Carolina (SSC) soon after submitting your Tuition Assistance application to Human Resources.
Check on Self Service Carolina (SSC) under Account information to see if your award has been posted to your account.
Tuition assistance is applied to "tuition" only. You will be responsible for any other fees charged to your student account. If not paid by the cancellation date, you may be dropped from your class.
This benefit/award may be taxable. Faculty and staff who participate should contact their tax preparer for guidance on this issue.

To be Completed by Employee

Name (Last, First, Middle):	Email:

Faculty: Staff: ROTC: Appointment Begin Date for Faculty or ROTC:

Campus:	Dept. Name:	Dept. No.:
USC Hire Date:	Position Title:	Campus Phone:

Department	Course #	Title of Course	Credit Hours	Semester/Year	Course Start Date	CRN
Example: MUSC	565	Advanced Audio Recording	3	Fall/2018	8/23/2018	12345

Will this course be taken during work hours?   Yes: No:

If yes, how do you plan to make up time missed from your job?

Will this course be taken for: Academic Credit: On an Audit Basis: Pass/Fail Option:

Signatures (Print and Sign)	Dates
Applicant:	
Chair/Director Approval:	

To Be Completed by Division of Human Resources

Is the employee in a FTE position or ROTC Faculty?	Yes: No:	USC ID:	
Does the employee meet the 6 month/semester employment requirement?		Yes: No:	
For Staff, does the employee work at least 30 hours/week?	Yes: No:	Agency Hire Date:	
For Non-Tenure Track Faculty and ROTC does the course date fall outside of the appt. dates?		Yes: No:	
Human Resources Approval:		Date:	

FTE Tuition Asst. Rev: 12/2018