

Instructions

1. 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.
2. Complete an application for the Tuition Reimbursement Program and the Promissory Note as early as possible and submit both executed documents.
 - You must complete the form and obtain approval from the appropriate Department Chair or Director.
 - Please note that you must sign the Promissory Note portion of the application in the presence of a witness, typically your supervisor or other manager in your chain of command.
 - 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.
3. Pre-register via [Self Service Carolina](#) (SSC) soon after submitting your Tuition Reimbursement application to Human Resources.
4. Check on [Self Service Carolina](#) (SSC) under Account information to see if your award has been posted to your account.
5. 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.
6. 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):				USC Hire Date:			
Email:						Faculty/Staff:	
Campus:		Dept. Name:				Dept. No.:	
Position Title:				Campus Phone:			

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

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

Signatures (Print and Sign)

Dates

(If signature is illegible, please also print your name. Forms may be returned for correction if signatures are not legible)							
Applicant:							
Chair/Director Approval:							

To Be Completed by Division of Human Resources

Does the employee work at least 30 hours/week?			Yes:	No:	USC ID:		
Does the employee meet the 6 month/semester employment requirement?			Yes:	No:	Agency Hire Date:		
Human Resources Approval:					Date:		

In consideration of being allowed to participate in the USC Tuition Reimbursement Program and to register for the course listed in the application ("Course"), I _____, hereby execute this Promissory Note ("Note") to the University of South Carolina in the sum of _____
And agree to the following:

1. I acknowledge that tuition for the Course is _____. I further acknowledge that I am obligated to pay such tuition to the University of South Carolina, subject to the terms and conditions set forth herein.
2. I understand that I am eligible for tuition reimbursement according to the Guidelines for Tuition Reimbursement for Employees in Research Grant and Time-Limited positions. I further understand that the Course must be taken for academic credit and may not be taken "Pass/Fail" or "Audit."
3. This Note will be considered paid in full and fully satisfied if I receive a final grade in the Course of "C" or better.
4. In the event I receive a final grade in the Course lower than a "C" (e.g., "D," "F," "W," "WF," or "Incomplete"), I agree to pay this Note in full, without interest thereon, within ten (10) days from the date final grades are posted by the Registrar for the academic term in question. In the event I fail to make payment to the University of South Carolina in a timely manner, I hereby authorize the University of South Carolina Payroll Department to deduct the amount of this Note from my next (or any subsequent) scheduled payroll check(s).
5. Should this Note be placed in the hands of a collection agency or an attorney for collection, or should suit be brought to collect the outstanding balance, I agree to pay all costs of collection, including but not limited to collection agency costs and fees, court costs and expenses, and reasonable attorney's fees.
6. This Note has been made and delivered in _____ County, South Carolina, and shall be governed by and construed in accordance with the laws of South Carolina. I agree that any suit brought to enforce the terms of this Note shall be heard by a court of competent jurisdiction in _____ County, South Carolina, and I hereby consent and agree to be subject to the jurisdiction of such court.

Employee Signature

Date

Address

Telephone Number

Witness Signature

Date