

<b>ADMINISTRATIVE DIVISION</b> HR Division of Human Resources		<b>POLICY NUMBER</b> HR 1.61
<b>POLICY TITLE</b> Tuition Assistance		
<b>SCOPE OF POLICY</b> USC System		<b>DATE OF REVISION</b> December 13, 2019
<b>RESPONSIBLE OFFICER</b> Vice President for Human Resources		<b>ADMINISTRATIVE OFFICE</b> Division of Human Resources

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## **PURPOSE**

This document sets forth the policy for tuition assistance to provide specified faculty and staff the opportunity to further their education and their opportunity for advancement within the University of South Carolina.

## **DEFINITIONS**

### **POLICY STATEMENT**

- A. Faculty and staff are eligible for tuition assistance regardless of race, sex, gender, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions.
- B. Eligibility
  1. Faculty
    - a. To be eligible to receive tuition assistance, faculty must be employed in an FTE position, have successfully completed one semester of employment, and have been admitted to the University of South Carolina through the appropriate admissions process. The determination of meeting the one semester employment requirement is based on the official date that classes begin as determined by the

Registrar's Office for the semester, session, or course for which the applicant is seeking assistance.

- 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.
- c. For purposes of this policy, ROTC faculty who are employed by the United States armed services, are assigned to the university on military Permanent Change of Duty Station Orders, and are considered faculty, having affiliate status and teaching accredited courses to students on the university campus, are eligible for tuition assistance.

## 2. Staff

To be eligible to receive tuition assistance, staff must be employed at least thirty hours per week in an FTE position, and have satisfactorily completed six months of employment, and have been admitted to the University of South Carolina through the appropriate admissions process. The determination of meeting the six months employment requirement does not include previous employment and is based on the official date that classes begin as determined by the Registrar's Office for the semester, session, or course for which the applicant is seeking assistance.

## C. Program Provisions

1. Eligible faculty and staff may take one three credit hour course (four hours in the case of a lab course) per academic term, at no charge, on a space available basis. For tuition assistance, employees are limited to four three credit hour courses (four hours in the case of lab course) per academic year or the equivalent. 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, technology fees, etc. Special fees for admission in some graduate areas will not be waived.
3. Faculty and staff must be admitted through the appropriate admissions process and complete an application for the Tuition Assistance Program. Applications must be approved by the employing department and the campus Human Resources office.
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.
5. Class Scheduling

- a. 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 chair or director may elect to adjust the work schedule. Department chairs 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.
  - b. 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 chair or director. (See the [HR 1.21 USC Educational Leave Policy](#) for additional information.)
6. 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.
  7. This benefit/award may be taxable. Faculty and staff who participate should contact their tax preparer for guidance on this issue.

**PROCEDURES**

Procedures, forms, and general guidance related to this policy can be found on the USC Division of Human Resources website at <http://hr.sc.edu/>.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[SC Code of Laws Section 59-111-15](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
December 13, 2019	Updated to new format