

KANSAS STATE UNIVERSITY
APPLICATION FOR TUITION ASSISTANCE
(Please print or type)

Name _____ **Employee ID Number** _____
Last First MI

Home Address _____
Street or Rural Route City State Zip Code

Current Employment
Department _____ Work Telephone _____
Position: Classified _____ Unclassified _____

Education
Highest grade level of education completed: _____
Degree program in which currently enrolled: _____

Course Information
For which semester/term is this application: _____
Official course name and number: _____
Number of credit hours: Graduate _____ Undergraduate _____
Name of educational institution attending: _____
Is this course being taken through the Division of Continuing Education? Yes _____ No _____

Attachment(s) – Copy of current transcript(s) for all completed post-secondary coursework (including Vocational/Technical school, college, etc.). **Required with each application submission**

Certification/Agreement

I certify that I have read **KSU Policy and Procedures Manual Chapter 4870** and, further, certify that I meet all of the eligibility requirements specified in the reference policy chapter. I certify that I have met all admission and course requirements of the educational institution from which I am taking this course. By my signature below, I authorize the Tuition Assistance Program access to my grade for any course approved by this program.

Applicant's Signature Date

Approval (includes agreement to all of the provisions of the Tuition Assistance Program as described in **KSU Policy and Procedures Manual Chapter 4870**)

Supervisor Date

Department Head Date

Submit original application and supporting documents to the Division of Human Resources, 103 Edwards Hall, by:

Submission deadlines:

July 1 for Fall semester
December 1 for Spring semester
April 1 for Summer semester

July 1 for August Intersession
December 1 for January Intersession
April 1 for May Intersession

Description

The Tuition Assistance Program is designed to provide a qualified employee with professional development and growth opportunities.

Eligibility Requirements

- Applicant must be a regular full-time benefits eligible classified or unclassified employee at Kansas State University continuously for a minimum of one year prior to course start date.
- Applicant must meet all admissions requirements of the applicable educational institution.
- Applicant must have a current (within the past twelve months) performance evaluation of at least "satisfactory", or "meets expectations."
- Applicant must have, at the time of application for tuition assistance, a minimum cumulative grade average of C or better for completed undergraduate level coursework, and B or better for completed graduate level coursework.
- Applicant must agree to remain employed at Kansas State University as a full-time regular benefits eligible employee for the entire duration of the coursework.

Course Eligibility

- Approved course will include any Kansas State University regular curriculum undergraduate or graduate level course carrying academic credit (excluding internships, practicums, and practices) and any regular academic credit course at any State of Kansas accredited vocational institution.
- The course of instruction must be related to the employee's professional development or growth.

Administration

- Tuition assistance is limited to one (1) course carrying academic credit (to a maximum of three (3) credit hours) during the Fall, Spring and Summer semesters or terms thereof; and the August, January and May intersessions.
- Applications require the signature of the applicant's immediate supervisor and department head.
- Incomplete applications and late submissions will be returned to the applicant without consideration by the tuition assistance committee. It is the applicant's responsibility for assuring completeness of the application and timely submission of a complete application, including required supporting documents.
- The KSU Tuition and Educational Assistance Committee will review applications and make recommendations to the awarding authority.
- The awarding authority for tuition assistance is the Vice President for Administration and Finance.
- There are no appeals to the department head denial for participation; the Tuition and Educational Assistance Committee recommendation; or the awarding authority decision.
- The applicant who is awarded a scholarship under the Tuition Assistance Program authorizes access to the grade associated with any course approved by this program.