

Tuition Assistance for Employees

Summer classes: <https://summer.ku.edu/>

The purpose of the tuition assistance program is to promote and encourage the pursuit of higher education opportunities and professional development. KU provides eligible employees with assistance to cover tuition for one regular class per semester.

Eligibility

You are eligible to apply for the tuition assistance program if you are an University Support Staff member (USS) or a Unclassified Professional Staff member (UPS) who is appointed to a regular, 48% or greater appointment with at least six months of service by the start of classes.

You may be eligible to apply if you are a faculty or academic staff member who does not have a doctorate, or if you have a doctorate and require class credits for licensure, certification, or related purposes. Lecturers, pursuing a related terminal degree, with recurring academic year appointments may also be eligible to apply for this benefit.

Application Information

You are encouraged to review the [Tuition Assistance Program Policy](#) to learn more about specific eligibility criteria and the application process.

Application Deadlines

- **Fall:** First Friday in July by 5:00 p.m. (If this day falls on a National Holiday, then the deadline will be the following Monday)
- **Spring:** First Friday in November by 5:00 p.m.
- **Summer:** First Friday in April by 5:00 p.m.

Please submit your application on time. Late applications will only be approved if extenuating circumstances prevented timely submission as determined by the Tuition Assistance Committee.

Required Documentation

Before starting the application process, please be sure to have the following documentation ready to submit along with your application, as your application cannot be approved without it:

- A brief statement explaining how this educational experience will benefit you and the University. If you are not doing course work at KU, please explain why (statement required each time you apply).

- A short statement from your supervisor showing his/her support (statement required each time you apply).
- If you are applying for the first time, please submit a copy of a transcript or a [Degree Progress Report \(DPR\)](#) form for any prior college course work. Official transcripts are not required.
- If you are re-applying for assistance, please remember to provide a verification of grades for any prior courses completed through the tuition assistance program. If you have not yet received your grade, please remember to forward documentation upon completion of the class

Application Form

If you have the required documentation detailed above and you are familiar with the [Tuition Assistance Policy](#), then you can start the application process by completing and submitting the [Electronic Tuition Assistance Application](#). If you need help completing the Electronic Tuition Assistance Application, please come into Carruth-O'Leary room 103 for assistance.

Additional Information

The following information is important to keep in mind:

- To remain eligible for future tuition assistance awards, you must maintain an overall GPA of at least 2.0 for undergraduate programs and a 3.0 for graduate programs.
- Receiving a tuition assistance award does not guarantee you admission to the University of Kansas.
- Applying for admission is your responsibility and needs to be completed by the start of classes.
- If you need to withdraw from a class:
 1. Contact the [Office of the University Registrar](#) by email at registrar@ku.edu or by phone at 785-864-4422 to initiate the withdrawal process.
 2. Contact the [Bursar's Office](#) by email at bursar@ku.edu or by phone at 785-864-3322 for assistance with tuition adjustments.
 3. Please notify Human Resource Management by email at hrdept@ku.edu or by phone at 785-864-4946 of your decision to withdraw
- For more information, please refer to the [Tuition Assistance FAQs](#).

Tuition Assistance - FAQs

Am I automatically eligible for Tuition Assistance if I enroll for a class?

No, there is an application process that is necessary for the Tuition Assistance Program. Deadlines for making application are listed on the application form. The

program may also have limits on numbers of awards given based on the availability of funds. So far number of applicants has not exceeded program funds.

Is the program limited to just those working full time?

This program is available to University Support Staff and Unclassified Professional Staff appointed to a 48% or greater regular appointment who will have completed six months of service by the start of classes. Faculty and Academic Staff who do not have a doctorate or those with a doctorate needing a class for credit for licensure, certification or a related purpose may be eligible. Lecturers with recurring academic-year appointments may also be considered for this program.

How many classes can I take?

KU provides eligible employees with assistance to cover tuition for one regular class per semester.

Is my family eligible for this program?

This program does not extend to family members.

Can I take classes at other schools through the program?

Taking classes at KU is strongly encouraged; however, the committee recognizes that some programs are not offered on this campus. If a related program is not available at KU an exception may be granted in some cases to cover other Kansas Board of Regents schools. The committee will also consider making exceptions when employees live and work outside the Lawrence area. However, in all cases, the tuition amounts paid by the Tuition Assistance Program will not exceed resident tuition rates for KU.

Does this program only cover academic courses?

No, some staff that may benefit from classes in a vocational or technical field (e.g. air conditioning, electronics, printing, etc.) If a university or junior college offers the class and awards college credit, it will be considered.

Do I get time off from work to attend class?

Supervisors, consistent with the needs of the department, may permit employees to take courses during normal working hours, if the time can be made up or flexible work hours can be granted (non-exempt staff) or the responsibilities of the job are met (exempt staff). Department's are encouraged to make every effort to accommodate a staff member's request to attend a course and should consider such factors as scheduling flexibility, work load, availability of other staff for coverage and the number of other requests from employees.

Once I'm approved, is there anything else I need to do?

Approval for tuition assistance does not guarantee admission. You must be admitted to the University in order to take classes by the time the semester for which you are applying begins. For more information about this process, contact the [Admissions & Scholarships Office](#) for undergraduate admission, or [Graduate Studies](#) for graduate admission.

What happens if I don't complete my class?

Whenever a class is dropped during the semester, a penalty or adjustment is applied against the tuition assistance award, and the amount of the adjustment increases as time passes during the semester. If you withdraw from a class sponsored by the Tuition Assistance Program it is your responsibility to cover any resulting tuition adjustment. No tuition adjustment is required if a class is dropped before the semester begins.

What if I leave my position at the University before the end of the semester?

Tuition assistance is an employee benefit. If you voluntarily leave the University before the end of the semester you will be billed for any tuition awarded that semester. Individuals in the program whose positions end early due to lack of funds or restructuring will not be required to repay their tuition, as long as they are employed for the majority of the semester and if they were not aware of their position ending until after Tuition assistance was awarded.

Can I apply for seminars or professional conferences through this program?

Seminars and conferences are a professional development activity and should be paid for by your department, contingent upon the availability of funding. This program also does not cover KU's PUAD 660 and PUAD 661.

I'm in a hurry to complete my degree. Can I apply for one of those accelerated programs?

While this may be an option for some staff, the tuition assistance committee chooses not to cover such programs.

I'm just getting back into the swing of school. I'd like to take an Independent Study class before going back to regular classes. Can this be covered under the Tuition Assistance Program?

Online classes listed in KU's Schedule of Classes, and taken for college credit, can be covered.

If I receive tuition assistance under KU's program, is it subject to federal taxes?

KU's program falls under section 127 of the Federal Internal Revenue Code and therefore tuition assistance received by staff is not subject to federal income tax.

The Learning and Development office of Human Resources offers the STEP (Supervisory Training for Excellence in Performance) program free of charge to supervisors. You can find more information about STEP on the [Learning and Development Course Offerings page](#). If interested, the employee can sign up via the [My Talent site](#).

However, if the employee is interested in taking a class at JCCC, they are welcome to apply for tuition assistance for that class. Acceptance to tuition assistance isn't guaranteed. The deadline for summer tuition assistance is Friday, April 7.

For help with Tuition Assistance, please contact Mitchell Pruett in HR at 864-4959 or at mpruett@ku.edu