

Policy Number	Subject	Effective Date	Revised Date
4.0220P	Employee Educational Assistance Program	02/01/06	
Responsible Division / Department: Administration & Finance / Human Resources			
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

I. OBJECTIVE & PURPOSE

The purpose of this policy is for the University to strongly encourage its staff to pursue life-long learning opportunities for professional growth and development.

II. STATEMENT OF POLICY

It is the policy of the University to provide financial assistance for the ongoing education of eligible employees, subject to published guidelines and procedures. This benefit includes University paid tuition and does not cover related fees, books, supplies, or any ancillary costs.

III. GUIDELINES

- A. Full time University faculty, Administrative and Support employees in good standing*, who have been employed for at least six (6) months in a budgeted position, and who qualify as Florida residents for tuition purposes, are eligible to enroll in up to six (6) credit hours of instruction per semester at UNF.
- B. Part-time salaried employees (.5 FTE) in good standing*, who have been employed for at least six (6) months in a budgeted position, and who qualify as Florida residents for tuition purposes, are eligible to enroll in up to three (3) credit hours of instruction per semester. This program is not available to OPS or temporary personnel. This program is not available for Thesis, Dissertation, Internships, Directed Independent Study, non-credit courses, or sponsored credit program offerings.
- C. In no case will a dependent and/or spouse be allowed to assign credit hours to the UNF employee.

- D. Unused tuition hours do not roll over nor can they be carried over into another semester.
- E. Any employee receiving Student Financial Aid must notify the Student Financial Aid Office of their Employee Educational Assistance benefit prior to registering for classes.
- F. The value of courses taken using the Employee Educational Assistance Program is not used to compute the employee's base rate of pay or regular rate of pay.
- G. The University will not be responsible for any tax liability arising from the use of this Program.
- H. The University reserves the right to exempt specific courses from eligibility for this Program. For a list of exempted courses for a specific semester, contact the Enrollment Services Processing Center
- I. The lifetime maximum is 132 attempted credit hours per individual through this Program.

**For the purposes of this policy, an employee shall not be considered 'in good standing' if a notice of non-reappointment or just cause termination has been issued, or if the overall performance is below the satisfactory level.*

IV. PROCEDURES

- A. The employee is responsible for completing the Employee Educational Assistance Program application form.
- B. The employee must complete admissions and registration requirements.
- C. The employee must meet admissions criteria and complete registration requirements.
- D. Any employee receiving Student Financial Aid must notify the Student Financial Aid Office of the use of the Employee Educational Assistance Program.
- E. As a precondition to approving a request to participate in this program, the University will require the employee to enter into an agreement that requires the following in order to enjoy continued participation in this program:
 - 1) Remain in good academic standing;
 - 2) Complete all courses taken through this program which the user does not drop/withdraw before the expiration of the regular add/drop period. Designations such as withdraw (W), withdraw/passing (WP), withdraw/failing (WF), or incomplete (I) will not satisfy the requirements of this paragraph, and will count toward the lifetime maximum as stated in Guideline (I) above.

- 3) Failure to remain in good academic standing or complete the courses as described in (a) and (b), above, will result in the user's loss of eligibility to participate in the program for the subsequent semester.
- F. Submit the fully approved original Employee Educational Assistance form to the Enrollment Services Processing Center by the published last day to pay fees.
 - G. Classes should not be scheduled during normal working hours without the prior permission of the department head and an approved plan to makeup the time missed through use of personal accrued leave or flexible scheduling.

Adopted by the University of North Florida Board of Trustees as part of the University's Personnel Program on January 26, 2006.