

## TUITION ASSISTANCE PROGRAM EMPLOYEE APPLICATION

Important note: Tuition assistance will cover the in-state on-campus tuition rate only.

### EMPLOYEE INFORMATION (PLEASE PRINT)

_____ Last Name	_____ First Name	_____ Middle Initial	_____ Employee ID
<b>Fall</b> _____ Year	<b>Intersession</b> _____ Year	<b>Spring</b> _____ Year	<b>Summer</b> _____ Year
			_____ Telephone Number (Day)

(Intersession and Spring classes are counted as one semester)

SEPARATE APPLICATION REQUIRED FOR EACH SEMESTER

### WORK SCHEDULE APPROVAL

Classes cannot be taken during the employee's regularly scheduled work hours unless there are extenuating circumstances and approval is granted by the employee's supervisor and the appropriate VP. **All classes require** your supervisor and VP's approval and signature on this application. All missed work time will be made up within the given work week.

List Classes to be Taken	Time	Section	Course #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Explanation of extenuating circumstances:

Explanation of how time will be made up during the work week:

By signing this application, the Department will approve or not approve the employee's classes for participation in the Tuition Assistance Program. The Department and employee understand that all missed work time will be made up during the given work week.

☐ Approved ☐ Not Approved

_____ Supervisor Signature <small>DIGITAL SIGNATURE NOT ACCEPTED</small>	_____ Date
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☐ Approved ☐ Not Approved

_____ VP of Student and Instructional Services <small>DIGITAL SIGNATURE NOT ACCEPTED</small>	_____ Date
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### PROGRAM GUIDELINES

**Employee - an employee with a contract stipulating work for FHSU of at least fifty (50) percent of full-time in a contract year is considered eligible.**

- Employee must be admitted to the university.
- A maximum of 6 credit hours (graduate or undergraduate) of tuition charges per semester is covered for fall, intersession/spring, and summer. The student will pay all other fees.
- On-campus and Virtual College credit hours are included. The maximum allowed per benefit is the in-state on-campus tuition for undergraduate and graduate level courses.
- A 2.0 minimum FHSU undergraduate GPA and a 3.0 graduate GPA must be maintained.
- Classes cannot be taken during regular business hours unless there are extenuating circumstances and prior approval is granted by the employee's supervisor and the appropriate VP/Dean.
- Employee shall seek approval and obtain supervisor and appropriate VP/Dean signatures on the Tuition Assistance application.
- Non-credit workshops, community education, and concurrent enrollment courses are not included.
- Courses must be taken for professional development purposes that benefit both the employee and the university.
- Employees with less than a full-time appointment will receive tuition benefits consistent with their FTE (i.e., A .5 FTE employee will receive a 50% reduction in tuition)

Additional program information can be located at [http://www.fhsu.edu/humanresourceoffice/Other-Benefits/#Tuition\\_Assistance](http://www.fhsu.edu/humanresourceoffice/Other-Benefits/#Tuition_Assistance).

APPLICATION DEADLINES	
Fall Semester	First Friday in August at 4:30 pm
Intersession/Spring Semester	First Friday in December at 4:30 pm
Summer Semester	First Friday in May at 4:30 pm

### Return completed form to:

FHSU Human Resource Office ~ Sheridan Hall Room 112 ~ 600 Park Street ~ Hays, KS 67601 ~ Office: (785) 628-4462 ~ Fax: (785) 628-4006

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### AFFIRMATION

I affirm that I meet the criteria as stated above. I understand that I may be required to submit information not requested on this form; that Fort Hays State University may verify any information provided by me in this process. I understand that falsifying information on this application may result in loss of the benefit and possible termination of employment.

\_\_\_\_\_  
Employee Signature  
*DIGITAL SIGNATURE NOT ACCEPTED*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number (Day)

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### VERIFICATION OF EMPLOYMENT

### HR OFFICE USE ONLY

This is to certify that the employee named above is employed in at least a fifty (50) percent FTE budgeted position and meets the length of service requirements to qualify for tuition assistance. This is in accordance with policies and provisions approved by the Kansas Board of Regents.

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
FTE %

Fort Hays State University reserves the right to modify, adjust or eliminate this program as determined by the President. Fort Hays State University will complete a yearly analysis of this program and provide the same to the Kansas Board of Regents.

Revision 10/2024