

Tuition Grant in Aid

Applications should be submitted as soon as possible after acceptance to course/program.

Eligibility:

- Employee: The beginning of the semester following employment for employee
- Spouse/ Domestic Partner: The start of the semester for one year of employee's full-time employment
- Adjunct/ Field Supervisor/ Preceptor: Currently serving or served in immediate past year working at least 45 hours. Requires approval by Dean.
- Dependent Child (up to age 24):
 - o 50% reduction on tuition during first year of full time employment.
 - o 100% reduction on tuition after first year full-time employment.

To qualify for the benefit An application must be submitted to Human Resources for approval. Minimum course admissions requirements must be met. Coursework should normally be outside working hours unless an exception is approved by supervisor and Dean/Senior Administrator. Employees are expected to work their full week

How the benefits work for full-time

charges will not be applied. If someone wants to pay the invoice earlier than the benefit is applied, simply apply the course fee(s) as outlined above and any other fees that are applicable.

If an employee receives institutionally funded scholarship or grant assistance, the tuition paid will be reduced to assure that the employee does not receive more than the cost of the coursework undertaken.

For the full policy visit the Personnel Handbook on the UNE website: <https://www.une.edu/hr/policies>