FORT HAYS STATE UNIVERSITY

Tuition Assistance Program

Fort Hays State University provides tuition assistance for employees, their spouses and dependents. The Tuition Assistance Program is available to full-time (at least .9 FTE), benefits eligible employees. Qualifying employees may receive assistance year round for both on-campus and on-line courses, where qualifying dependents and spouses are limited to fall and spring semester on-campus courses.

General Program Definition and Eligibility

Full-Time Employee – An employee with a contract stipulating work for FHSU of at least ninety (90) percent of full-time in a contract year is considered full-time.

- Employee is not eligible until 12 continuous months of full-time employment have been completed, or completion of an academic year contract in the case of faculty
- Employee must be admitted to the university
- A maximum of 6 credit hours (graduate or undergraduate) per semester is covered
- On-campus and Virtual College credit hours are included
- 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 appropriate Vice President or Dean
- Employees shall seek approval and obtain supervisor and appropriate Vice President or Dean's signatures on the Tuition Assistance Application
- Non-credit workshops, community education, intersession, and concurrent enrollment courses are not allowed
- Courses must be taken for professional development purposes that benefit both the student and university

Spouse – Any lawful spouse of an eligible employee of Fort Hays State University.

- A spouse is not eligible until the employee has completed at least 12 continuous months of full-time employment, or an academic year contract in the case of faculty
- Spouse must be admitted to the university
- A maximum of 12 undergraduate credit hours, or 9 graduate hours are covered
- Only on-campus courses are included
- A 2.0 minimum FHSU undergraduate GPA, and a 3.0 graduate GPA must be maintained
- Workshop, community education, non-credit, intersession, and concurrent enrollment courses are not included

Dependent – A dependent is defined as an unmarried natural child, adopted child, stepchild or legal ward of and eligible employee under the age of 25. The dependent may be claimed as a dependent of the employee for income tax purposes based on IRS guidelines. In the case of a legal separation or divorce, a natural or adopted child or legal ward may participate regardless of which parent declares the child as a dependent for income tax purposes. In addition, the dependent must be a high school graduate.

- Dependent student must be admitted to the university
- A maximum of 12 undergraduate credit hours per semester is covered
- Only on-campus courses for credit are included
- A 2.0 minimum FHSU undergraduate GPA must be maintained

- Workshop, community education, non-credit, intersession, and concurrent enrollment courses are not included
- A dependent is not eligible for tuition assistance until the employee has completed at least 36 continuous months of full-time employment or three consecutive academic year contracts in the case of faculty. The levels of tuition assistance associated with longevity and are outlined below:

Length of Employment with FHSU	Percentage of Tuition Assistance
Following 3 years of employment	20%
Following 4 years of employment	40%
Following 5 years of employment	60%
Following 6 years of employment	80%
Following 7 years of employment	100%

Application Procedure

Each eligible group (employee, spouse, or dependent) has a separate application available. Employees must submit an Application for Tuition Assistance, http://www.fhsu.edu/personnel/tuition-assistance/ to the FHSU Human Resource Office each semester. Complete applications will be reviewed by the Human Resource Office to confirm employment and spouse and dependent eligibility. Applications will then be forwarded to the Financial Assistance Office for calculation of scholarship amount and posting to accounts.

Application Deadlines:
Fall – First Friday in August at 4:30 pm
Spring – First Friday in December at 4:30 pm
Summer – First Friday in May at 4:30 pm

General Eligibility Requirements for each Assistance Program

Tuition Assistance Program	Course Level	On-Campus	Virtual College	Undergrad Max Hours Per Term	Graduate Max Hours Per Term	When Eligible?
Employee	Grad, Undergrad	Yes	Yes	6	6	After 12 months of employment
Spouse	Grad, Undergrad	Yes	No	12	9	After Employee completes 12 months of employment
Dependent	Undergrad	Yes	No	12	N/A	See Table above

Exclusions or Special Considerations

Awarding of Tuition Assistance Scholarships or any other scholarships may require the adjustment of other types of federal and state aid.

Tuition Assistance benefits may be subject to taxation as earned income by the IRS. Recipients are urged to contact their personal tax advisor for more information.

Tuition assistance under these programs is only for courses that have space available.

The Tuition Assistance program may be modified, adjusted or eliminated without notice by the FHSU President.

Adjustments to class schedules resulting in ineligibility will result in immediate repayment of tuition assistance funds.