I. POLICY

A. It is the policy of the Medical University to provide tuition assistance to eligible employees for up to six (6) credit hours per academic term as authorized by Section 59-111-15 of the 1976 South Carolina Code of Laws, as Amended. Tuition assistance will be provided after a course is completed and is subject to availability of the employing department’s funds.

B. Employees in permanent, temporary grant, and time-limited positions with at least six months of State employment are eligible to apply for tuition assistance regardless of race, color, religion, sex, gender orientation, age, national origin, disability or veteran status. Part-time employees must work at least 30 hours per week to be eligible for the Program.

C. The Tuition Assistance Program is available for employees to enroll in a credit-bearing course at a South Carolina (State-funded) institution of higher learning, i.e. The Citadel, College of Charleston, Trident Technical College. This does not include continuing education courses.

D. Employees must pass the course(s) taken to have tuition costs and laboratory fees reimbursed.

E. Tuition assistance is not available to employees receiving allowances from
any other official sources, including the GI Bill, scholarships, grants-in-aid, etc.

F. To participate in the Tuition Assistance Program, employees must meet eligibility criteria as follows.

1. Faculty
   a. To be eligible to apply for tuition and laboratory fees assistance, faculty must be employed at least thirty hours per week in a permanent, temporary grant, or time-limited position, and have successfully completed six months of state employment.
   b. Faculty who have received notice of non-reappointment are not eligible to participate in the Program for the academic term(s) following notification of non-reappointment.

2. Classified/Non-Faculty
   a. To be eligible to apply for tuition and laboratory fees assistance, individuals must be employed at least thirty hours per week in a permanent, temporary grant or time-limited position with at least six months of state service and be in good standing.

G. Employees who receive tuition assistance through this Program are required to provide one month of employment for every $400.00 of tuition assistance received. An employee’s tuition assistance may not exceed $7,500 per fiscal year.

II. PROCEDURES

A. Application

1. A Tuition Assistance Request form must be completed and submitted for approval to the home department head or designee prior to beginning the class.

2. Approval is generally granted if home department funds are available and if the time in class can be accommodated in consideration of the work schedule. Denials may be appealed to the next higher authority.

3. After approval by the home department head or designee, the Tuition Assistance Request form will be routed by the home department as follows to complete the approval process:
   a. To the Department of Human Resources Management for verification of eligibility criteria.
b. To Enrollment Services, if enrolling in an MUSC course.

4. It is preferred that employees attend classes outside of their work schedule. A department head, or designee, may alter work schedules to accommodate the employee. An employee does not have a right to have an altered work schedule. A department head will consider workload demands prior to approving an altered schedule. In the event a work schedule is to be altered, an explanation on how the time will be made up must be indicated on the Tuition Assistance Request form.

B. Reimbursement

1. The respective home department is responsible for funding the tuition assistance and laboratory fees reimbursement; however, approval of a tuition assistance request is subject to the availability of funds. If an employee transfers to another home department while taking a course, the "new" department will ordinarily be responsible for funding the tuition assistance and laboratory fees reimbursement.

2. An employee must submit to the respective department head or designee, within one month of completing a course, copies of the grade report and canceled check or receipt of course payment. An employee must pass the course to receive assistance unless the course is audited, in which case evidence of good attendance must be provided in addition to a grade report showing a grade of "Au." Withdrawal, regardless of circumstances, invalidates any request for assistance, in whole or in part.

3. The home department will forward to Payroll a completed Purchase Requisition (RQ) with the approved reimbursement form, grade report, and proof of payment attached. No tuition reimbursement for employees will be distributed from Accounts Payable. The account class 50129, Tuition Assistance for Employees, should be listed with the funding source on the RQ.
C. **Tax Reporting**

1. MUSC does not have a qualified tuition reimbursement plan under IRC §127. Therefore, tuition reimbursements represent taxable fringe benefits. This means that these reimbursements are taxable income to the employee and is subject to Federal, State, Social Security and Medicare tax withholdings, but not subject to State retirement.

The net amount will be disbursed on a separate check with the employee’s next available regular pay check, using the supplemental wage withholding guidelines as provided by the Internal Revenue Service. Tuition assistance will be reported in the employee’s gross taxable wages on the W-2 form.

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<tr>
<th>Approved by:</th>
<th>Information Contact</th>
<th>Revised</th>
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<tr>
<td>Lisa P. Montgomery, MHA</td>
<td>Director of Human Resources Management and Office of Enrollment Services</td>
<td>December 2014</td>
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