
GUIDELINES FOR GRADUATE TUITION ASSISTANCE

PURPOSE: To attract, retain, and engage our high potential employees by allowing an opportunity to apply for graduate tuition assistance. The program will recognize and reward employees who demonstrate a desire and ambition to advance their education and/or career. As an institution of higher education, we fully support and embrace the value of continuing education and believe providing an opportunity to high potential employees to continue their education will be a popular and morale-boosting enhancement to our current total compensation package.

REQUIREMENTS: Graduate tuition assistance will be considered for candidates attending a regionally accredited, not-for-profit institution of higher education. The degree can be earned on-line, in a traditional classroom format or a combination of both delivery models. Employees approved to receive graduation tuition assistance may be required to make up time away from work if necessary. If approved, the graduate tuition assistance will cover 100% of tuition and fees (i.e. lab fees). Application fees, graduation fees, personal expenses incurred, and books are the financial responsibility of the employee.

The employee does not have to be accepted into the program at the time of application for assistance. If the employee is awarded assistance and is either denied acceptance by the institution or decides against entering the program, they must notify HR as soon as possible in order for those funds to be reallocated.

The degree must be completed within five (5) years of enrollment. If additional time is necessary, the employee must provide a written justification to the approval committee along with an expected timeline for completion.

The tuition and fees will be paid directly to the institution of choice. Employees will be permitted to take up to six (6) credit hours per semester (or the equivalency). The employee may not be a full time student. The employee will be required to submit a copy of their grades at the conclusion of the grading period to HR. If the employee did not receive an overall GPA of “B” or better, they will be required to repay the tuition and fees to Marietta College and will not be permitted to receive further tuition assistance until the overall GPA is a grade of “B” or better.

TUITION ASSISTANCE VALUE: The determination of approval of the graduate tuition assistance will be primarily based on the relatedness of the graduate program to the employee’s position, the degree to which the program enhances the intellectual capacity of the College, and employee merit.

The graduate tuition assistance per year may not exceed the value of the current Marietta College Psychology graduate program tuition costs per year; however, exceptions may be requested in extenuating circumstances on a case-by-case basis.

WORK OUT: In order to receive the greatest return on its investment, the College will require employees who receive graduate tuition assistance to sign a retention agreement that states they will continue to work for Marietta College for at least two years following the completion of their program.

If the employee does not complete the program, they are expected to stay at the College for two years following the last semester completed in order to avoid a prorated repayment. Employees who leave the College prior to the two year retention agreement will be assessed a prorated calculation of repayment.

APPLICATION PROCESS: Any employee in good standing who has been in their current role for at least 6 months is eligible to apply. This includes part time employees working more than 1,000 per year.

Employees will complete a one-page application essay and submit the request to their immediate supervisor. The application essay must include:

- A brief paragraph as to how the degree will be beneficial for the employee's future with MC;
- A brief paragraph as to how the degree will be beneficial to MC;
- A degree completion plan from the chosen institution;
- The cost of the program of study; and
- The time schedule and delivery method of instruction.

The supervisor will recommend approval or rejection and forward to their HR. Members of Cabinet and the Director of HR will comprise the approval committee for graduate tuition assistance requests. The approval committee has the opportunity to interview the employee requesting graduate tuition assistance if they wish.

Applications will be accepted on an on-going basis. Approval is granted on the entirety of the program and not by semester/quarter.

The respective Vice President/Cabinet member will be responsible for notifying the employee of the results.

PAYMENT: Human Resources will advise the Business Office of a graduation tuition assistance award. The business office will directly pay (up front) the tuition and fees to the respective institution

TAXES: The employee will be taxed on the graduate tuition assistance as directed by IRS regulations. The taxes will be the responsibility of the employee.

EXCLUSIONS: An employee currently participating in a graduate program who, as a condition of employment, is required to complete the degree is not eligible for participation in the graduate tuition assistance program. Employees currently holding a Master's degree or higher are not eligible for participation.

Adjuncts and part time employees who work less than 1,000 hours per year are not eligible to participate.