

POLICY STATEMENT

Clemson University is committed to attracting, retaining, rewarding and developing top talent, and the University understands the value of higher education in doing so. As authorized by South Carolina State Code of Laws (59-111-15 & 59-112-60), Clemson provides eligible employees with an Employee Tuition Assistance Program (ETAP) designed to encourage professional growth, enhance employee performance and support employee career development and will continue to do so as external market conditions and internal budgetary constraints allow.

Employees participating in the ETAP are required to adhere to this policy and all ETAP-related procedures.

REASON FOR POLICY

- To assist eligible employees with Clemson tuition in support of the University's goal of attracting, retaining, rewarding and developing top talent

ENTITIES AFFECTED BY THIS POLICY

- All colleges and divisions of Clemson University

WEB ADDRESS FOR THIS POLICY

[http://media.clemson.edu/humanres/policies_procedures/Employee Tuition Assistance Policy.pdf](http://media.clemson.edu/humanres/policies_procedures/Employee_Tuition_Assistance_Policy.pdf)

CONTACTS

Subject Matter	Office	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	OHR	(864) 656-2000	Clemson.edu/employment/contact_hr/ Ask-HR
Academic Programs – Registration	Registrar	(864) 656-2171	Registrar@clemson.edu

PROCEDURES

Program Statement

As authorized by South Carolina State Code of Laws (59-111-15 and 59-112-60), Clemson University provides a 100 percent waiver¹ for graduate and undergraduate education courses for up to six (6) credit hours per academic term² (fall, spring, summer) to vested³ employees who 1) are working 75 percent time or greater in a regular (FTE), temporary grant or time-limited position and 2) have been accepted into Clemson's Employee Tuition Assistance Program (ETAP). Employees participating in ETAP must coordinate class time with their direct supervisors.

Clemson University does not discriminate against any individual on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or veteran status.

Program Scope

Clemson University's ETAP is available to eligible faculty and staff and includes access to all undergraduate and graduate programs in all Clemson University colleges *except the Clemson Study Abroad Program*.

Assistance offered through ETAP 1) applies only to undergraduate and graduate courses within programs offered by Clemson University and 2) does not include graduate-level courses for employees enrolled in undergraduate programs.

Eligibility

Criteria for acceptance in ETAP include the following:

1. Employment status of 75 percent time (minimum 30 hours per workweek) in a regular FTE, temporary grant or time-limited position
2. Employment status at Clemson University for a minimum of twelve consecutive months
 - a. Previous state service at Clemson University or another state agency does not qualify as time toward the minimum twelve-month employment period.
3. Employment status in good standing in relation to conduct and job performance
 - a. An employee who has received disciplinary action or a warning notice of substandard performance or similar reprimand in the past year is not eligible to participate in ETAP.

Acceptance and Participation

All employees who register for classes are automatically screened for ETAP eligibility and are no longer required to apply to ETAP in order to receive the benefit. In order to achieve administrative and eligibility compliance with federal and state laws and regulations and University policy, employees who wish to receive tuition assistance through Clemson's ETAP must satisfy the following requirements:

1. Apply to and be admitted to a specific academic program within the applicable admission period or establish special student status⁴ as a non-degree-seeking student

¹ Waiver covers all mandatory academic fees, activity/program fees, differential fees, and lab fees for up to 6 hours per academic term; waiver does not cover books, supplies or other non-academic fees. (See appendix for details.)

² Clemson's academic terms consist of the fall semester, spring semester and summer term. The summer term is defined as the time between classes ending in May and beginning in August.

³ Employment status at the University must be maintained for a minimum of twelve (12) consecutive months.

⁴ Special students have non-degree status and can enroll in a limited number of undergraduate credit hours for the purpose of personal enjoyment or professional development. For more information on special student status, see the Registrar's webpage.

2. Obtain the direct supervisor’s approval for any changes in work schedule to accommodate class time if accepted into the program
3. Maintain all eligibility criteria throughout the period of participation

ETAP Administration

The Office of Human Resources is responsible for the administration of the Employee Tuition Assistance Program, including 1) verifying initial and continued eligibility and 2) ensuring that the employee’s initial and continued participation complies with federal tax laws, state laws and regulations, and University policy.

DEFINITIONS

For definitions, please refer to the [OHR Glossary of Terms](#).

RELATED RESOURCES

University Policies and Documents
ETAP website Clemson University Registrar
External Documentation
State of South Carolina Tuition Assistance Guidelines

The language used in this document does not create an employment contract between the employee and the agency. The document does not create any contractual rights or entitlements. The agency reserves the right to revise the content of this document, in whole or in part. No promises or assurances, whether written or oral, which are contrary or inconsistent with the terms of this paragraph create any contract of employment.

APPENDIX: ETAP Fee Structure

Employees participating in the Employee Tuition Assistance Program can expect the fee structure outlined below:

Fee Type	ETAP Coverage for Employees Enrolled in Undergraduate Programs	ETAP Coverage for Employees Enrolled in Graduate Programs
Academic tuition fees	100 %	100 %
Additional academic fees related to specific majors	100 %	100 %
Specific academic course fees	100 %	100 %
Academic summer school fees	100 %	100 %
Academic fees (undergraduate exemption)	100 %	N/A
Graduate online program fees	N/A	100 %
Graduate online 50 percent fees	N/A	100 %
Matriculation fees	100 %	100 %
Lab fees	100 %	100 %
Library fees	100 %	100 %
Career Center fees	100 %	100 %
International student fees	100 %	100 %
Health fees	100 %	100 %
Insurance fees	100 %	100 %
Transit fee exemption	100 %	100 %
Software license fees	100 %	100 %
Technology fees	100 %	100 %
Books	0 %	0 %
Supplies and other non-academic fees	0 %	0 %
MBA One-time Ancillary fee	N/A	0 %