

# CLEMSON

## UNIVERSITY

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#### Employee Tuition Assistance

Employee Tuition Assistance Policy

Responsible Executive: CHRO

Originally Issued: May 17, 1993

Revised: March 26, 2018

## 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 and ROTC personnel 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 and ROTC personnel participating in the ETAP are required to adhere to this policy and all applicable ETAP-related procedures.

## REASON FOR POLICY

- To assist eligible employees and ROTC personnel 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/divisions of the University

## CONTACTS

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

## 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)

## PROCEDURES

### Program Statement

As authorized by South Carolina State Code of Laws (59-112-60), Clemson University provides a 100 percent waiver<sup>1</sup> for graduate and undergraduate education courses for up to six (6) credit hours per academic term<sup>2</sup> (fall, spring, summer) to vested<sup>3</sup> 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).

As authorized by South Carolina State Code of Laws (59-111-15), Clemson provides a 100 percent waiver for graduate and undergraduate education courses for up to four credit hours per academic term to ROTC faculty and staff in the Clemson University military leadership department or the aerospace studies department who are employed by the United States armed service and are assigned to the University on military Permanent Change of Duty Station Orders.

ETAP participants 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: Clemson University Employees

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.

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<sup>1</sup> 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.)

<sup>2</sup> 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.

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

**Eligibility: Clemson ROTC Faculty and Staff Members**

Because Clemson's ROTC personnel are employees of the United States armed services, not the University, their acceptance criteria is not based on the factors listed above. Instead, all ROTC faculty and staff members in the Clemson University military leadership department and the aerospace studies department are eligible for ETAP.

**Acceptance and Participation**

All employees and ROTC personnel 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/ROTC personnel 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 status<sup>4</sup> as a non-degree-seeking student
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 participant'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](#).

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<sup>4</sup> 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.

## RELATED RESOURCES

<b>University Policies and Documents</b>
<a href="#">ETAP website</a> <a href="#">Clemson University Registrar</a>
<b>External Documentation</b>
<a href="#">State of South Carolina Tuition Assistance Guidelines</a>

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## APPENDIX: ETAP Fee Structure

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

Fee Type	ETAP Coverage for Employees/ROTC Personnel Enrolled in Undergraduate Programs	ETAP Coverage for Employees/ROTC Personnel 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 %