

Pittsburg State University
Spouse Tuition Assistance Program
Effective Fall, 2006

*The purpose of the Spouse Tuition Assistance Program is to provide an opportunity for Spouses of Eligible Employees to receive financial assistance for a course or courses taken at PSU while seeking an **undergraduate** or **graduate** degree. PSU will allocate funds each fiscal year for this program. Funds will be divided for use in the Fall, Spring and Summer semesters. The amount of assistance for each Spouse will depend on the number of applications approved and financial resources available.*

Eligibility:

- 1) "Spouse" is a lawful spouse of an Eligible Employee of PSU as determined on the first day of classes for each semester enrolled.
- 2) "Eligible Employee" is an employee appointed to a benefits-eligible position at PSU. A Spouse is eligible for the Tuition Assistance Program after the Eligible Employee has one (1) full year of service in a benefits-eligible position as determined on the first day of classes in the fall semester for the academic year enrolled. For purposes of this program, one (1) full year of service is twelve (12) continuous months or one (1) academic year contract for faculty. Length of service will be calculated by HRS based on time in benefits-eligible positions at PSU and adjusted for leaves without pay and breaks in service.
- 3) A Spouse who is also an Eligible Employee is not eligible for the Spouse Tuition Assistance Program provided the Spouse is eligible for tuition assistance as an employee of Pittsburg State University.

Amount of Assistance:

- 1) A Spouse may apply for assistance for a maximum of 6 credit hours (graduate or undergraduate) each semester.
- 2) The amount of tuition assistance will depend on the number of applications approved and financial resources available each semester. Assistance will be first distributed for 1 - 3 credit hours based on funds available. If funds remain after awarding to the first 3 credit hours, assistance will be then distributed for 4 – 6 credit hours.

Other criteria:

- 1) Space available only.
- 2) To qualify for tuition assistance, the Spouse must meet the eligibility requirements above. The Eligible Employee and Spouse must apply for tuition assistance each semester. The employee must provide proof of relationship with the application for tuition assistance.
- 3) A PSU GPA attained prior to the first semester the Spouse enrolls in the tuition assistance program will not be considered. After the first semester of participation in the program, the Spouse must receive a 2.5 undergraduate or 3.0 graduate GPA for each semester he/she participates in the tuition assistance program to maintain eligibility for future participation.
- 4) If a Spouse does not receive the above mentioned GPA in a semester while participating in the tuition assistance program, he/she is ineligible for the tuition assistance program until he/she attains the requisite GPA in a future semester (without tuition assistance from this program).
- 5) A Spouse who receives tuition assistance will be responsible for payment of any and all fees, including campus privilege fee, instructional equipment fee, library fee, and other mandatory fees.
- 6) The Spouse must meet PSU admission requirements and the admission requirements of the college or program to which he/she is applying.
- 7) The Spouse must be accepted for admission prior to receiving tuition assistance.
- 8) The Spouse must be degree-seeking at PSU.
- 9) In the event the employee ceases to be an Eligible Employee at PSU, or a Spouse ceases to be a Spouse as defined above, while a semester is in session, tuition assistance for the Spouse will continue only for that semester. No further assistance will be granted.
- 10) Tuition assistance will be offset by institutional awards awarded to the Spouse regardless of the date the award is granted. The Spouse is encouraged to apply for any type of financial assistance for which he/she qualifies.
- 11) Tuition assistance may be subject to taxation to the Eligible Employee as earned or other income by the IRS. Employees are encouraged to seek tax advice from a qualified professional.
- 12) PSU reserves the right to deny tuition assistance if the Spouse acts in a manner that undermines the spirit of this program. Appeals must be forwarded to HRS within 10 days of the denial.
- 13) The tuition assistance program may be modified, adjusted or eliminated as approved by the Kansas Board of Regents.

Application Form available under "Forms On-Line"