

Professional Development

Academic Assistance: Policies

Overview	<p>The Academic Assistance program may also be known as Tuition Reimbursement, or Educational Assistance.</p> <p>It is provided to help Appalachian State University employees maintain and improve their knowledge, skills and abilities directly related to their present job or classification series.</p>
Introduction	<p>This document lists the policies for Appalachian State University employees who wish to participate in the Academic Assistance program.</p>
Purpose	<p>The purpose of the Academic Assistance program is to improve employee's current job skills.</p>
Approved institutions	<p>Academic Assistance may be used to pay for courses taken at any accredited institution. Examples include, but are not limited to:</p> <ul style="list-style-type: none">• colleges and universities outside the UNC system,• high schools,• business schools,• correspondence schools,• community colleges,• private schools, or• technical schools.
General policy	<p>Tuition and fees may be reimbursed for any full time faculty or staff member wishing to enroll in up to two (2) courses outside the UNC campus system between July 1 - June 30.</p> <p>Courses may be taken during the employee's work day as long as it does not interfere with normal employment obligations.</p> <p>Employees may take advantage of the Academic Assistance program for courses:</p> <ul style="list-style-type: none">• mandated by law or regulation for their job,• to obtain or maintain certification, and/or• to obtain or maintain licensure.

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Academic Assistance: Policies, Continued

Funding Policy The University's decision to approve educational assistance is based on the availability of funds, and the State's maximum allowable annual reimbursement amount. Qualified participants will be reimbursed up to \$200 per course.

Employee participation Any permanent full-time or ¾-time employee who works a minimum of nine months per year may participate.

Eligibility policy To be eligible for participation, the employee must meet the academic requirements for admission to the course and there must be space available for enrollment in the course.

Approval policy Participants must obtain approval from their immediate supervisor when the course is scheduled during normal working hours to ensure that enrollment in the course will not interfere with the satisfactory performance of their normal employment obligations.

The Academic Assistance form will document approval from the employee's:

- Supervisor,
 - Division Head,
 - Training & Development Manager,
 - Budget Officer, and
 - Human Resource Services Director.
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Course policy ASU employees may take courses during normal working hours as long as it does not interfere with normal employment obligations.

Courses for Academic Assistance must be job-related and/or intended to improve the employee's current job:

- knowledge,
 - skills, and
 - abilities.
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Academic Assistance: Process

Introduction This document explains who is involved in the Educational Assistance process and what their role is.

Process The Educational Assistance Process is outlined in the table below:

Who	Does What
Employee	<ul style="list-style-type: none">• Meets with supervisor to discuss course enrollment and obtain approval• Downloads Educational Assistant Application from hrs.appstate.edu• Completes Sections I and II of an application for each course and submits to supervisor
Employee's Supervisor	<ul style="list-style-type: none">• Reviews and approves application with his/her signature• Retains a file copy• Submits the form to the Director of Human Resource Services
Director of Human Resources	<ul style="list-style-type: none">• Reviews and approves application• Returns the original form with signature approval to the employee• Retains a file copy
Employee	Upon receipt of approved HR form: <ul style="list-style-type: none">• Pays for and completes the course• Within 30 days of course completion, fill out Section III of the original application• Submits application, receipt and official final grade(s) to Director of Human Resource Services
HRS Budget Manager	<ul style="list-style-type: none">• Retains a file copy• Submits the application to the Foundation for reimbursement
The Foundation	<ul style="list-style-type: none">• Approves and• Sends to the Controller's Office
Controller's Office	<ul style="list-style-type: none">• Prepares a reimbursement check and mails it to the Employee

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Academic Assistance: Process, Continued

Process Illustrated

The following illustration depicts the Educational Assistance process

