

EDUCATIONAL ASSISTANCE

PURPOSE

Millikin University encourages continued professional and personal development and offers several educational benefit options for employees, including a University-funded tuition waiver in Millikin's MBA Program.

All individuals utilizing the tuition waiver will be subject to the same admission requirements, enrollment procedures, and satisfactory academic progress standards that apply to all students of the MBA Program. The waiver applies to tuition only and does not cover books, comprehensive fees, or any other costs associated with the student's program of study. All expenses not covered by the tuition waiver benefit must be paid in full each term by the student/employee to remain eligible.

ELIGIBILITY AND DEFINITIONS:

Eligibility for this benefit begins on the first day of full-time employment at Millikin University. If the employee's start date occurs after the registration period for a term, eligibility for the waiver will commence with the first day of the subsequent term.

For purposes of this policy, eligibility for the benefit is defined below:

- **Employee:** Regular full-time employee, who is defined as full-time faculty or staff member who works a minimum of 32 hours per week, including full-time employees on paid or unpaid leaves of absence and sabbaticals.

GENERAL POLICIES FOR ALL MILLIKIN UNIVERSITY EDUCATIONAL ASSISTANCE PROGRAMS:

- Students must meet Satisfactory Academic Progress requirements and remain in good academic standing to qualify for continuation of this benefit. The Satisfactory Academic Progress Policy is published in the University Course Catalog each academic year.
- Students must remain in good standing on their account in Student Financial Services to initially qualify for, and for continuation of, the tuition waiver benefit. Accounts must be current prior to receiving the benefit for the next term.
- Admission into any program or course of study shall be governed by University admission policies as well as specific program policies. In addition, program standards and requirements must be met to continue in the program.
- **Taxability – The value of Millikin funded educational assistance may be considered taxable income. Any tax liability incurred through participation in the educational assistance program is the responsibility of the employee or the person receiving the benefit.**
- Millikin funded educational assistance is provided by the University as a benefit of employment. Abuse of this benefit, including falsifying information, may result in disciplinary action, including but not limited to, the loss of the benefit.
- Classes should not interfere with an employee's job responsibilities. Supervisors and employee/student must discuss and agree on arrangements for lost work time if applicable. Employees may take one course per semester during normal working hours (including audited classes). Time lost may be substituted with appropriate leave balance or must be made up within the same work week. No preparation for class or homework will be permitted during working hours.
- **Supervisors and employee/student will be expected to meet regularly to discuss progress and define an anticipated career path of the employee upon successful completion of the program.**

- In the event the employee terminates employment (voluntarily or involuntarily, except for a retirement) during a term in which the individual is receiving this benefit, the waiver will be permitted to continue only until the end of the current semester. The student must have begun attending classes prior to the termination event. If employment is terminated prior to the first day of classes, the waiver will be cancelled.
- Employees utilizing Millikin funded educational assistance who are enrolled on a part-time basis, or in MBA programs, shall not be eligible for the Student Health Service or other programs requiring student status but rather shall retain employee status.

POLICIES FOR THE MBA PROGRAM TUITION ASSISTANCE WAIVER:

- Tuition waivers are available for full-time employees only.
- Tuition waivers are typically restricted to one (1) per cohort. Admission is on a competitive basis and determined by MBA admin.
- The employee must satisfy MBA admission requirements and deadlines.
- A nomination or letter of support from the employee's supervisor is required.
- A recommendation, to the President's Leadership Team, for an employee waiver recipient will be made by MBA admin, with the final decision determined by the Office of the President.
- The employee may apply for the tuition waiver upon admission to the MBA program.
- To receive the tuition waiver for the MBA program, employees are required to complete the program, and maintain employment at the University for two (2) full years after the date of completion of the program.
 - **Employees who voluntarily leave Millikin for other employment before completing two years of university employment following program completion, or who voluntarily leave the program prior to completion, shall be required to reimburse Millikin for the full tuition cost of the program, or for the tuition cost incurred, whichever is applicable.**
 - If a university-employed MBA student is involuntarily terminated for cause by the university, they will be allowed to complete the remainder of the program, but the cost of any remaining semesters will be their responsibility. Millikin will waive the two-year work requirement.
- Waiver recipients must sign a Tuition Repayment Agreement, which describes the reimbursement requirements to qualify for the tuition waiver.