



Fact Sheet for Educational Assistance Program

Graduate and PhD/Doctorate

The University's *Educational Assistance Program* has two components — (1) **Tuition Waiver (Undergraduate, Graduate, and PhD/Doctorate)** and (2) **Tuition Reimbursement (Other Professional Development)**. **NOTE:** The benefits will only be provided if the employee is still employed by the University at the time the course is completed. Waivers are applied by Student Accounting after the first two weeks of the Drop/Add and Course Withdrawal period.

TUITION WAIVER PROGRAM – GRADUATE, PHD AND DOCTORATE

The Tuition Waiver Program for graduate, and PhD/Doctorates is intended to provide eligible employees the opportunity to further their education.

Eligibility Requirements

The graduate and PhD/Doctorate tuition waiver program is available to full-time employees. Adjunct faculty, part-time staff or employee's spouse or dependent are not eligible.

Benefits

- FTE/RH 100% tuition waiver at LTU for a maximum of six (6) credit hours per academic year.

If an employee takes more credit hours than allowed by the waiver policy, all the credit hours will be averaged to determine the amount of the waivers.

Tuition Waiver Procedure

1. Read and complete all sections of the *Educational Assistance Program Application*. **NOTE:** Employees may only attend classes before or after the completion of their regular work shift. **If the class is during working hours it must be approved by your supervisor.**
2. Submit the completed *Educational Assistance Program Application* to the Office of Human Resources prior to the current semester Drop/Add and Course Withdrawal periods. Please see current [Academic Calendar](#).

Billing

The Student Accounting department will issue a billing statement for any outstanding balances not covered by the *Educational Assistance Program*. If your bill does not reflect the credit, please contact Student Accounting at ltupayments@ltu.edu.

QUESTIONS

Contact the Office of Human Resources at hr@ltu.edu for additional information.

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