



Office of Human Resources and Equal Opportunity

Frequently Asked Questions (FAQs)

Tuition Programs

When do the new Tuition Waiver and Graduate Tuition Reimbursement policies go into effect? The policy changes will go into effect in the Fall 2015 semester.

If an employee separates from CCU less than 12 months after completing a course, how much will the employee owe the University?

The employee will owe 100% of the cost of tuition fees waived/reimbursed by the University.

If an employee separates from CCU between 12 months and 24 months after completing a course, how much will the employee owe the University?

The employee will owe 50% of the cost of tuition fees waived/reimbursed by the University.

If an employee separates from CCU after 24 months after completing a course, how much will the employee owe the University?

The employee will not be required to reimburse the University.

If an employee is separated by CCU will the same repayment requirements apply?

Yes, the same repayment requirements apply for voluntary and involuntary separations. The only exceptions should be separation resulting from lay-offs, reduction-in-force, (add) disability, or loss of life. These exceptions or others which present a similar case or situation will be reviewed on a case by case basis and will be approved by the President or his designee.

If an employee has been taking courses as part of the Tuition Waiver or Graduate Tuition Reimbursement program (more than 2 years), does the employee have to reimburse the University for the entire time?

The look back period is two (2) years from the most recent course taken. (Refer to chart below)

What date is used to determine if reimbursement is necessary for a course?

For **Graduate Tuition Reimbursement**, the date that will be used to track base date for repayment will be the first of the month following the end of course.

For **CCU Tuition Waiver**, please refer to the chart below.

Course taken during	Effective Date to determine reimbursement	100% of tuition due if voluntary leave employment before:	50% of tuition due if voluntary leave employment before:
Fall 2015	January 1, 2016	January 1, 2017	January 1, 2018
Spring 2016	June 1, 2016	June 1, 2017	June 1, 2018
Summer 2016	August 1, 2016	August 1, 2017	August 1, 2018

Example: If a course is taken in Fall 2015 under the CCU Tuition Waiver Program, the effective date to determine reimbursement is January 1, 2016. If an employee leaves prior to January 1, 2018, partial or full tuition reimbursement is necessary.

CCU Tuition Waiver Program

Who is eligible for the CCU Tuition Waiver Program?

Faculty and staff in a FTE (slotted), temporary grant, time-limited, research grant and unclassified positions may apply for a Coastal Carolina University Tuition Waiver.

A faculty member must have been employed in a FTE (slotted) position for one semester of employment.

A staff member must be employed at least thirty (30) hours per week and have completed six (6) months of service.

How many credits can be waived per semester?

A maximum of six (6) credit hours that can be waived each semester and for all summer terms combined.

Are other fees related to the course waived?

The Tuition Waiver Program does not pay for expenses incurred or required by the course such as text books, field trips, course specific fees or technology fees.

If an employee fails or withdraws from a course, can he/she apply for a waiver for the same course in the future?

An employee who fails, withdraws from a course after the 100% refund date or wants to repeat a course, will not be given a waiver for the same course. An employee who withdraws from the course after the 100% refund date will be responsible for any tuition balance.

Can an employee audit a course?

Employees may enroll in a course for academic credit, audit a course or select the pass-fail option.

Does submitting the CCU Tuition Waiver Request form to HREO enroll an employee in the course?

No, the employee must apply for admission through the Admissions Office and he/she must register for the course(s) through the Registrar's Office.

Can an employee take classes during normal work hours?

Whenever possible, faculty and staff are expected to enroll in classes during hours that do not conflict with other University obligations. When an approved class cannot be scheduled during off-hours, the supervisor may elect to adjust the employee's work schedule. If two classes are approved for the same semester, one must be scheduled outside the normal workday. Supervisors may deny participation in the Tuition Waiver Program if the scheduled time of the course would interfere with academic or business needs of the department.

When an approved class cannot be scheduled during non-work hours and it is not feasible to adjust work schedules, the employee may be allowed to take annual leave (if available and such leave does not exceed the usage limits) for the purpose of attending class. Authorized leave without pay for up to ten (10) days may also be used to attend class. Both annual and authorized leave without pay must be approved in advance by the department head or director.

If an employee leaves employment while taking a course, can he/she continue in the course?

An enrolled faculty or staff member who leaves University employment while taking a class for which tuition has been waived will be allowed to continue in the course but will not be permitted to enroll in additional courses under the program. The course will be subject to reimbursement in accordance with the policy provisions.

Where can I find the CCU Tuition Waiver Request form?

The form can be found at [CCU Tuition Waiver Request form.](#)

Graduate Tuition Reimbursement

Who is eligible for the Graduate Tuition Reimbursement Program?

Faculty and staff in a FTE (slotted), temporary grant, time-limited, research grant and unclassified non-teaching positions may apply for Graduate Tuition Reimbursement for courses taken at other academic institutions.

A faculty member must have been employed in a FTE (slotted) position for one semester of employment.

A staff member must be employed at least thirty (30) hours per week and have completed six (6) months of service.

How many credits can be reimbursed per semester?

A maximum of six (6) credit hours that can be reimbursed each semester and for all summer terms combined.

How do I request Graduate Tuition Reimbursement?

To begin the process, an employee must complete a Professional Development Plan. A Professional Development Plan provides details regarding an employee's planned course of study and must be approved by the appropriate Vice President prior to requesting Graduate Tuition Reimbursement. [The Professional Development Plan](#) must be submitted to determine eligibility to participate in the Graduate Tuition Reimbursement program. Graduate Tuition Reimbursement may only be considered for courses/degree programs that are relevant to your current role at CCU.

Example: An admissions counselor will not be eligible for tuition reimbursement for a criminal justice degree program.

Is there a dollar limit on reimbursement?

If funding is available, reimbursement for graduate courses is limited to six credit hours per semester, at the CCU in-state tuition rate applicable to the enrolled program of study. Because the funds available for tuition assistance are limited, it may not be possible to make awards to all applicants in a given semester.

Funds and availability are awarded on a semester-by-semester basis, and funding is not guaranteed for the employee's pursuit of a graduate degree, although every effort will be made to allow an approved degree completion or the completion of a specified set of coursework.

What if I began the Graduate Tuition Reimbursement program prior to Fall 2015?

If you were previously approved for Graduate Tuition Reimbursement and you have been actively taking courses, your participation will be "grandfathered" in accordance with the previous tuition reimbursement policy (November 2012) if **not approved** for the program starting in Fall 2015.

Can I get reimbursed if I receive a "C" in the course?

The University will reimburse tuition for courses approved for reimbursement and completed with a grade of "B" or better.

Can I take a degree program at another institution that is offered at Coastal Carolina University?

Payment will only be made for programs other than those offered at Coastal Carolina University.

Where can I find the Graduate Tuition Reimbursement Request form?

The form can be found at [Graduate Tuition Assistance](#).