

JACKSONVILLE STATE UNIVERSITY

[Policy I:03:02](#)

Tuition Assistance Program FAQ

- 1. Are my spouse and/or dependents eligible to participate in the tuition assistance program?**
Yes, JSU's policy allows eligible participants and their dependents the opportunity to further their education by attending classes at JSU.
- 2. Are part-time, temporary full-time, leave of absence, visiting instructors, or adjunct employees eligible to participate in the tuition assistance program?**
Only full-time benefits-eligible, 1.0 FTE, employees may participate in the tuition assistance program. Eligible service retirees and their dependents may also participate in the program. Visiting instructors are not eligible to participant in the tuition assistance program.
- 3. Can I attend an out-of-state or private institution under the tuition assistance program?**
No.
- 4. Are there credit hour limits per semester for the tuition assistance program participants?**
Yes, the credit hour limits have changed, and the new limits will go into effect fall 2023. Employees/retirees, or their dependents will be financially responsible for credit hours taken in excess of tuition assistance benefit. Please refer to the policy for more information.
- 5. How do I (employee/retiree) request assistance if I wish to enroll in up to nine academic semester credit hours during a specific academic semester?**
The tuition assistance program permits employees to enroll in a maximum of nine academic semester credit hours during a specific academic semester. The *Employee Request for Tuition Assistance Form* posted and maintained on the [MyJax State](#) > Employee Portal. Request forms are also available for dependent assistance.
- 6. Do I need to fill out a tuition assistance program application for every semester?**
Assistance request can be submitted for a semester or the entire academic year. Your supervisor needs to review and approve your application. Request submissions made after the first day of the semester course will not be applied to the student account.
- 7. What if my one year, full-time of employment eligibility ends after the tuition assistance program request deadline, can I begin courses that semester?**
In an instance such as this, one would NOT be eligible to attend courses under the

tuition assistance program. However, one may enroll in the tuition assistance program for the following semester.

8. Can employees, retirees, or dependents receive more than one undergraduate and graduate degree under the tuition assistance program?

No, the revised policy allows for only one undergraduate degree using the tuition assistance benefit. Also, the policy permits only one graduate degree (non-doctorate) using tuition assistance. Once a graduate level degree is obtained with tuition assistance, additional coursework is not covered through tuition assistance. However, employees already enrolled in a second graduate degree program prior to the fall 2023 semester are grandfathered to complete their current graduate degree program.

9. Are doctorate degrees eligible for the tuition assistance program?

No, please refer to the policy for more information.

10. Does the tuition assistance program cover course or program fees, or membership fees to the Recreation and Fitness Center?

No, this benefit program covers 100% of the credit hour tuition and employee's/retiree's general university fee (GUF).

11. What is covered if my dependent will use Tuition Assistance and a JSU Merit Scholarship?

For Fall 2023, the Tuition Assistance will be applied first, covering tuition, and online course fees. Then, the merit funds will be applied to cover any remaining tuition or online course fees, general university fee, housing, textbooks, and meal plans. If the student also has scholarships from external sources or the JSU Foundation, those will be applied last to cover any remaining balance. Only funds from external sources may be refunded.

Beginning Fall 2024, the Tuition Assistance will be applied first, covering tuition, online course fees. Then, the merit funds will be applied to cover any remaining tuition or online course fees, general university fee, and housing for the least expensive housing option and required meal plan. If the student also has scholarships from external sources or the JSU Foundation, those will be applied last to cover any remaining balance for items listed above, and depending on the scholarship may cover textbooks, other on-campus housing, and meal plans. Only funds from external sources may be refunded.

12. Is there an employment requirement if I or my dependents receive tuition assistance?

Employees who receive tuition remission for themselves or their dependents, for the first time beginning in fall 2023, will be obligated to continue employment at JSU for two years from the date of the last tuition assistance received. If the employee does not remain employed at JSU for the required two years, the employee shall be required to reimburse JSU for the amount of the tuition benefit received.

If the employee started their degree prior to fall 2023, they will be grandfathered into the old policy and not have any service/repayment requirement. However, the semester credit hour limits are effective with the fall 2023 term.

JSU service retirees do not have a payback obligation.

13. Will I be taxed on this free educational assistance benefit?

Tuition assistance for graduate courses may be considered taxable income by the IRS; JSU will follow IRS guidelines regarding taxability.

14. Can I attend a tuition assistance related courses during work hours?

With supervisor approval, JSU will allow employees to attend only one in person course during work hours. Employees will be required to work extended hours, take annual leave, or use compensated time to attend a class during their respective workday. Also, employees may not attend any on-line course or execute any course work during their respective work hours other than provided above.