



Number: 5.27

DESCRIPTION:	School of Medicine and Health Sciences (SMHS) Faculty Tuition Assistance Process		
RESPONSIBLE:	DEAN'S OFFICE		
PURPOSE:	This process describes the process for faculty members to request tuition assistance for institutes of higher education outside of the North Dakota University System		
FREQUENCY OF REVIEW:	Annually		
CREATED:	October 2023	REVISED:	N/A

School of Medicine and Health Sciences (SMHS) Tuition Assistance Process:

The University of North Dakota (UND) School of Medicine and Health Sciences (SMHS) values continuing education. SMHS recognizes that there may be opportunities when employees wish to pursue coursework outside of UND.

SMHS must follow UND Employee and Eligible Family Member Tuition Waivers and Tuition Assistance Policy (PolicyStat ID 6326334 <https://und.policystat.com/policy/6326334/latest>).

The waiver amount is defined in the policy as “All benefited employees are eligible for tuition waivers and/or tuition assistance for three classes per calendar year. For UND employees, UND courses will be waived at 100 percent tuition and fees, except for the CND (connect North Dakota) and NDSA (North Dakota student association) program and course fees which will be paid by the employee. All other fees are the responsibility of the employee. For UND employees taking courses through other NDUS institutions, tuition assistance will be provided by UND for 50% of tuition only. The remaining 50 percent of tuition and all fees are the responsibility of the employee and payable to the institution of enrollment.” There are exclusions from the tuition waiver program (see policy for specifics).

In accordance with IRS regulations, employee and family member tuition waivers and tuition assistance may be taxable. Applicable federal, state, and social security taxes will be deducted from the employee's paycheck on a pro-rated basis during the semester.

UND will pay 50 percent of tuition only for a UND employee to take courses through another NDUS institution. The UND Application for Tuition Waiver/Assistance form is to be used by UND employees to apply for tuition assistance.

Tuition Assistance:

Tuition Assistance funds from a department may be utilized up to 50 percent of the tuition to support a faculty member's acquisition of further knowledge and skills related to their position. In cases where the requested tuition assistance will lead to a terminal degree in a department where accreditation requires

it, the department may support a faculty member more than 50 percent of the tuition. The tuition assistance must be correlated with a benefit to the department, SMHS, and UND.

Additional information:

1. Departmental chairs/Program directors should consider fairness and consistency in providing funds to support faculty tuition assistance.
2. Tuition assistance funds may be utilized for non-UND and non-NDUS tuition if the courses align with the faculty member's current duties and directly benefit the department and university.
3. Faculty must be in "good standing" to be considered for departmental professional development funds.
4. This policy addresses tuition assistance only. Requests for absences from employment must follow UND and SMHS policies and procedures.
5. All requests for tuition assistance must receive prior approval.

Template memorandum of understanding