

Tuition and Fees for Employees

Summary

The university's policy on providing tuition and fees for employees.

Purpose

To provide guidance to employees on providing tuition and fees for employees.

Procedure

Full-time, benefits-eligible employees, who have been employed by a University System of Georgia Institution for at least six months prior to the first day of the semester/term, are eligible to participate in CSU's Tuition Remission/Reimbursement Program. The program provides tuition assistance in the form of tuition waiver for eligible employees attending CSU or other University System of Georgia institutions and reimbursement for attendance at other approved institutions.

Employee participation in the Tuition Remission/Reimbursement Program is subject to availability of funds and, for courses taken at CSU, class space. The employee's request must be approved by his/her supervisor and the Director of Human Resources. Only courses that are job or career related are available under this policy, and class attendance must not adversely affect department services or activities. Continuing education courses are not covered under this program.

Under this program, employees may be reimbursed or have tuition waived for up to three academic credit courses (or 9 semester hours, whichever is less) per semester/term on a space available basis.

Please contact the Human Resources Department for information concerning application procedures and additional information regarding this benefit.

Related USG Policy

N/A

Last Update

6/5/18

Responsible Authority

CSU Human Resources