

VICE PRESIDENT FOR EXTENSION AND OUTREACH

TUITION ASSISTANCE PROGRAM

ISU Extension and Outreach is a knowledge-based organization and our people are our greatest asset. The Vice President for Extension and Outreach Tuition Assistance Program is designed to help our people move forward with their extension careers. County-paid and ISU-paid extension employees may apply for the program, whether taking credit courses from Iowa State, a community college, a private institution or other accredited public institution. Please note: according to university policy, if you are an ISU employee, Merit or P&S, you must apply for the VPEO Tuition Assistance Program and the P&S Tuition Reimbursement for tuition not covered through the VPEO Tuition Assistance Program. Please see the ISU P&S Tuition Reimbursement [guidelines](#).

FUNDING OPTIONS	COUNTY EMPLOYEE	ISU EMPLOYEE
Vice President for Extension and Outreach Tuition Assistance Program (up to one-half of 4 credits per semester)	●	●
ISU Extension and Outreach Excellence in Extension – Individual Staff Development Grant (up to \$750)	●	●
ISU Extension and Outreach Excellence in Extension – Marvin Anderson Graduate Scholarship (up to \$1,000)	●	●
Merit and P&S Tuition Reimbursement Program (up to 4 credits per semester)		●
County Assistance (if offered by council)	●	

The following requirements, guidelines, and information apply to the Vice President for Extension and Outreach Tuition Assistance Program.

Eligibility Requirements

- The employee must submit a completed application before the stated deadline to participate in the program.
- Prior to the submission deadline, the employee must have completed a minimum of one year of continuous employment in ISU Extension and Outreach, working at least 20 hours or more per week.
- Employees who leave Iowa State University Extension and Outreach must repay tuition assistance they received during their last two years of employment.
- The employee must be in good standing (not on a performance improvement plan) and have the supervisor's or council's approval.
- Coursework and studying must be done on the employee's own time and coordinated with the employee's supervisor.
- The employee must be accepted into a degree-granting program or have a program of study leading toward an educational goal. The employee must maintain the same academic standards as any other applicant or student and comply with all college rules and regulations.
- Eligible employees have the opportunity to apply for tuition assistance three times each year (fall, spring, and summer semesters) and after review may be approved for the reimbursement of up to one-half of 12 credits per year.
- Courses do not have to be taken at ISU. For example, courses could be taken at a community college, private institution, or other accredited public institution.
- The selection committee will review applications and recommend to the Vice President for Extension and Outreach whether the applying employees should receive tuition assistance. The selection committee will include a county office administrator, a county director, a regional director, a field staff member, the Iowa Extension Council Association executive director, and representatives from the Professional Development and Extension Finance units.

Participation Requirements

- Reimbursement pertains only to tuition costs for employees who qualify. Fees will not be reimbursed.
- Applications must be submitted during the posted time frame. Applications will not be considered after the submission period has closed.
- The employee must apply for admission and register for each course following applicable university policy.
- The employee acknowledges that submitting an application does not guarantee reimbursement.
- The employee acknowledges, at the time of submission, that the employee is liable for all mandatory fees.
- Coursework must be taken for academic grade credit to qualify for reimbursement.
 - » The employee must earn a minimum of a B in class.
 - » The employee must receive a "satisfactory" result for Satisfactory/Unsatisfactory course grading or equivalent.
 - » Pass/Fail does not meet minimum grade requirements and does not qualify for the program
- The Tuition Assistance Program will not reimburse more than 50% of the cost of tuition only, with or without other aid assistance – including but not limited to scholarship aid, GI Funds, departmental assistance/aid or contributions. **(Student loans are excluded from the program.)** Reimbursement cannot exceed 50% of the ISU in-state tuition rate.
- Eligible employees interested in participating in this Tuition Assistance Program must:
 - » submit information related to additional financial assistance from any source (including grants, awards, departmental aid, scholarships, incentives, or GI bill) and the dollar amount of that aid; and
 - » provide the final grade report and detailed proof of payment.

Program Guidelines

- The employee's course of study must be related to a career path in ISU Extension and Outreach as determined by the selection committee.
- By completing the application process, the employee is agreeing to the terms of the program and accepting responsibility to pay all tuition and any fees incurred during the application term, should the employee not meet the Tuition Assistance Program requirements. The employee is required to pay for all institution mandatory fees.
- It is the employee's responsibility to ensure that information is correct for coursework listed within the application. If there are course changes, the applicant must report the changes by updating the application prior to the drop/edit deadline.
- Coursework
 - » The program will reimburse tuition costs up to one-half of 4 credits per term, once each term (Fall, Spring, and Summer) – up to one-half of 12 credits per year. Single courses that are more than 4 credits per term will be reimbursed up to one-half of tuition cost, not to exceed the tuition cost of one-half of 12 credits per year.
 - » The program does not reimburse for short courses, workshops, conferences, or exams that are offered for continuing education units but not for grade credit.
 - » Accelerated coursework programs are not considered short courses. Degree related courses lasting between two and 10 weeks are eligible.
 - » ISU coursework is reimbursed at one-half the ISU regular in-state tuition rate.
 - » Non-ISU coursework is reimbursed at one-half the institution's rate per credit OR one-half the ISU regular in-state tuition rate, whichever is the lesser cost per credit.

Disqualifications

- Employees who withdraw from the coursework prior to the end of the term are disqualified from the Tuition Assistance Program, and still are required to pay the outstanding tuition and fees associated with the term and classes as required by that institution's policy.
- Employees who are on leave of absence without pay are not eligible to receive tuition assistance benefits during the leave.

Tuition Assistance Is Considered Taxable Income

- Tuition assistance/aid will not be subject to tax withholding if below the annual IRS limits (\$5,250).
- In general, students do not have to pay income tax on tuition assistance benefits for undergraduate degree programs.
- Under IRS regulations, up to \$5,250 per year of graduate tuition assistance benefits for employees are non-taxable. This means the first \$5,250 of graduate tuition costs will not be taxed. Anything over \$5,250 will be considered taxable income, and the tax on the value of the benefit will be withheld from the employee's paycheck.
- Reimbursements/Aid (other than Financial Aid - student loans) above this limit will be treated as taxable income and will be reported on the employee's W-2 (box 1).

How to Apply

Eligible employees may complete the Vice President for Extension and Outreach Tuition Assistance Program application form available from the Professional Development website.

Reimbursement Process

Eligible employees may complete the Vice President for Extension and Outreach Tuition Assistance Program reimbursement form available from the Professional Development website.