

Vice President for Extension and Outreach Tuition Assistance Program FAQ Updated April 2021

Q. The front page of the support document lists multiple means of tuition support. If we are already enrolled in the ISU staff tuition assistance program, are we able to apply for these funds to help with remaining course costs?

A. The Vice President for Extension and Outreach Tuition Assistance Program covers 50% of tuition costs for up to 4 credits each of the three semesters, not to exceed 50% tuition reimbursement for 12 credits per academic year. Reimbursement pertains only to tuition costs for employees who qualify. Fees will not be reimbursed. According to university policy, if you are an ISU employee, Merit or P&S, you must apply for the VPEO Tuition Assistance Program **first**; you can then also apply for the ISU P&S Tuition Reimbursement for tuition not covered through the VPEO Tuition Assistance Program. Please see the [ISU P&S Tuition Reimbursement guidelines](#).

Q. The publication states that applications must be submitted during the posted time frame, and that those take place in the spring, fall and summer. Where do I find those deadlines and when/how are they updated?

A. We have established standard dates for reimbursement requests for each of the three terms. The deadlines for applications are based on the start of each term at ISU and are shared for the upcoming academic year. You can find this information in the monthly PD newsletter and on the TAP web page.

Q. It says 50% reimbursement rate up to 4 credits. Just checking what that looks like if I take more or less than 4 credits?

A. Some courses have fewer credits (e.g. 3 credits), so the VPEO has determined maximum tuition assistance of 50% reimbursement of up to 4 credits per semester. If the number of credits for a particular course exceeds 4 credits, an individual could request additional assistance for that term, but that would impact the number of courses (or amount of available tuition assistance/ reimbursement) one is eligible for in an academic year.

Q. If I take one 3 credit course and the tuition is \$517 per credit, the total tuition for the semester would be \$1,551. So VPEO would give up to \$775.50? ($\$1551 \times .5 = 775.50$)

A. If the cost of tuition is \$517 per credit and it is a three credit course, then I believe you are correct; you would be eligible for reimbursement up to \$775.50.

Q. If I take two 3 credit courses and the tuition is \$517 the total tuition for the semester would be \$3102. BUT VPEO only gives up to 4 credits a semester so 4 credits of tuition would be \$2,068... so $\$2,068 \times .5 = \$1,034$ for that semester?

A. Yes. If you take two, 3-credit courses in one semester, you would be eligible for tuition assistance for 50% of the cost of four total credits for a maximum reimbursement of \$1034. If you are an ISU P&S or merit employee, you may apply for additional tuition assistance from the ISU P&S Tuition Reimbursement Program.

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Q. My University does two 6 month terms versus 3 terms. Since the total is 12 credits reimbursed per year would I include 2 classes (3 credits each) each term?

A. Yes, including two classes per semester, based on your institution's academic calendar is acceptable. The limiting factor is the maximum allowable credits per year eligible for the VPEO Tuition Assistance Program is no more than 12.

Q. What happens in a situation where the person is laid off due to lack of dollars to support their position? In other words, they did not quit, but their position was eliminated through no fault of theirs. What would the policy be in this situation?

A. If an employee is in good standing (i.e., not on a Performance Improvement Plan) and the loss of a position is due exclusively to lack of funding, then the employee is eligible for reimbursement for the semester in which he/she is enrolled and the position is cut. If the employee found another position within Extension, they remain eligible. If the employee is no longer a county or campus-paid ISU Extension and Outreach employee, he/she loses eligibility to the Vice President for Extension and Outreach Tuition Assistance Program reimbursement moving forward.

Q. I am interested in the expectation that employees pay back their tuition assistance if they leave within two years of receiving the funds. If they leave Extension due to lack of funding, do they still have to pay back the tuition assistance even though they are leaving involuntarily?

A. The answer currently is "no" if an employee's position is cut due to lack of funding, the expectation is that they will not be required to pay back funds from the tuition assistance program.

Q. If I am taking 6 credits in a semester and am an ISU employee, can I get 4 credits from P&S and then can ask for the other full 2 credits from TAP?

A. You need to apply for Vice President for Extension and Outreach Tuition Assistance Program assistance for 50% of four credits **first**. As an ISU employee, you may also apply for the P&S Tuition Reimbursement to help support the remainder of your expenses, but the University requires that you apply for departmental support first.

Q. If I am in a school that has semesters that do not align with ISU, and I ask for up to 6 credits per year, does that exhausts my reimbursement opportunity for the year?

A. Students are eligible for 50% of the cost of 12 credits per academic year—regardless of whether they took them in 2 semesters, 3 trimesters, quarters, etc. Students are only eligible for 50% of *those credits taken*.

Q: What if my cost per credit is more than what ISU charges?

A: All VPEO Tuition Assistance applicants will be reimbursed at the base ISU undergraduate or graduate rate or less if the cost per credit is less, but they will not pay for more than the ISU rate.

Vice President for Extension and Outreach Tuition Assistance Program as of August 14, 2019 FAQ

Q: I asked for an application but it never came to my email - why?

A: We have changed to a Qualtrics application. Links for all applications can be found on the [TAP web page](#). If you questions about the application process, please contact [Brenda Allen](#), professional development manager.