

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

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 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 <https://www.hr.iastate.edu/benefits/new-employee-benefits/tuition-reimbursement>

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. I did not find dates posted in the document or on the website.

A. The Vice President for Extension and Outreach Tuition Assistance Program Review Committee is meeting at the end of June to determine dates and deadlines based on the academic calendar and application deadlines. Until that meeting takes place, we will review and forward any applications we have received thus far to Vice President Lawrence to finalize.

Q. In the original slide at annual conference it said that the assistance would be 50% of $\frac{1}{2}$ of the tuition rate. In the document it says 50% up to 4 credits. Just checking which one it is?

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 assistance, 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.

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

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.

Q. What I am interested in knowing is about 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. First, you would need to apply for Vice President for Extension and Outreach Tuition Assistance Program assistance for 50% of four credits. As an ISU employee, the remainder could be applied through P&S Tuition Reimbursement.

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.

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

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

A: The ISU firewall may block the JotForm platform. Check your Junk Folder. If it is not there, contact [Alison Boelman](#).