

EMPLOYEE SCHOLARSHIP AID PROCESS

Employees who have completed one year of service are eligible to apply for 100 % tuition assistance via the Employee Scholarship Process. Scholarship aid is available for both faculty and staff level employees. All employees requesting tuition assistance must

Staff Tuition Assistance

Forms are returned to HR for signature of director if Staff member

Faculty Tuition Assistance

Form goes to provost for signature if Faculty member

Applications must be completed with all signatures including the applicable general ledger number before signature of Director.

After Director's signature, the form is scanned to the Tuition Scholarship file.

The form is also scanned to the Financial Aid Office and to the Employee.

Scholarship Aid does not cover student fees. Also, tuition assistance is not available during the Summer term.

Human Resources maintain a list of employees who initially were hired by Tuskegee University and later was hired by the contractor when the business was outsourced. These individuals are still entitled to the Tuition benefit.