

This application should be submitted for approval at least four (4) weeks prior to start of the program.



**Mississippi Valley State University
Title III Tuition Reimbursement Grant Application**

Name:		Date:	ID#:
Department:		Title:	
Work Phone:	Other Contact:	Department Head:	

Length of service to MVSU: _____

Degree you are seeking: _____

Total semester hours required: _____ **Hours obtained thus far:** _____

University of Attendance: _____ **in** _____

Requesting support for: **Tuition** **Travel Allowance**

Obligation Agreement

I, _____, if awarded University support in any form, understand that I must continue service at the University for a minimum of six (6) consecutive semesters upon the completion of the educational program or two (2) consecutive semesters for each year of support at such time that I am no longer pursuing the specified credential. Further, I understand that should I choose not to return to service at the University for at least the time I received University support, I will be required to repay all funds expended on my behalf for the purpose of upgrading credentials.

Applicant's Signature: _____ **Date:** _____

As the above named employee's immediate supervisor, I support their endeavors to advance their education. The employee and I have discussed how adjustments can be made to accommodate both work and class responsibilities.

Immediate Supervisor's Signature: _____ **Date:** _____

Approval

Activity Director (Faculty Only)

Date

Academic Affairs (Faculty Only)

Date

Title III Director (Faculty and Staff)

Date

President (Faculty and Staff)

Date

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PURPOSE

Tuition assistance is to increase the number of full-time faculty members with terminal degrees at the University. In addition, tuition assistance is provided to full-time administrative staff members to pursue terminal degrees in an area that has a defined need and in an area that is related to the University Strategic Plan.

ELIGIBILITY CRITERIA

Applicant must be a full-time faculty member who is on the active payroll at Mississippi Valley State University. Faculty who wish to pursue a terminal degree must do so in the discipline in which they teach or in a discipline that is retooling to meet university needs. Priority will be given to faculty who are employed in programs seeking or re-affirming accreditation status.

Applicant must be a full-time administrative staff member who is on the active payroll at Mississippi Valley State University. Administrative staff who wish to pursue a terminal degree must do so in an area that has a defined need and in an area that is related to the University Strategic Plan.

Applicants must be enrolled at an accredited university for at least six semester hours, per semester.

Applicant must agree to submit an official grade report each semester. Failure to comply will delay processing of future assistance.

Applicant must have completed at least one (1) year of service or be in the third semester of service at the University when application is submitted.

Applicant must sign an obligation agreement for commitment of **six (6) consecutive semesters** of service to Mississippi Valley State University immediately upon graduation or a minimum of **two (2) consecutive semesters** for each year of support if he/she discontinues the graduate program. For administrative staff, the fiscal year will be considered equivalent to the academic year for faculty. Therefore, administrative staff will agree to serve three (3) fiscal years or a minimum of one (1) fiscal year for each year of support.

IMPORTANT NOTES

Program covers Fall and Spring enrollment in an academic credit course. Only courses required for attainment of the degree are eligible for this program. If funds are left over from the applicant's award from the Fall and Spring semesters, those funds can be used toward Summer enrollment. A separate application is requested for the summer. Awards will be granted based on the availability of funds.

This program covers tuition and up to \$500 for related travel expenses up to a total of \$3,000. **All** other fees in effect at the offering institution are the responsibility of the employee.

Awards will be made based upon availability of funds for a maximum of **six (6) consecutive years**.

Applicant must stay active (enrolled for consecutive semesters) in order to continue to receive tuition assistance. Applicant must submit a class schedule to the Office of Faculty Development (Title III Office for administrative staff) at least **TWO (2) WEEKS** after the start of the following semester. Applicant must reapply if he/she is not enrolled in the following semester.

Each employee, upon enrolling, automatically accepts the obligation to comply with the rules and regulations of the offering institution.

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If the faculty/staff member defaults on returning to the University upon graduation or discontinuing the graduate program, he/she will be responsible for reimbursing the entire amount received, within a time period agreed upon with the University.

APPLICATION PROCESS

Applicant submits a fully executed application to the Office of Faculty Development (Title III Office for administrative staff) at least **FOUR (4) WEEKS** prior to the start of the program. All submissions must be typed. Handwritten material or an incomplete application will be returned to the submitter unprocessed.

Attach a cover letter on department letterhead addressed to the (1) Director of Faculty Development (for faculty) or (2) Title III Director for administrative staff requesting **Title III Tuition Support funds**. Additionally, a copy of the letter of acceptance is required.

Format for Cover Letter

(Use a serif typeface such as Times New Roman, Georgia, etc.; a black font color; and a font size of 11 points or larger.)

- 1. Purpose:** State clearly your goals, the program of study and its benefits to the university. Identify the impact on your professional growth and your teaching, research, and service goals.
- 2. Method:** Identify your plan of action. Include a detailed timeline and any methods you will employ to gauge your success.

Applicant awaits notification of funding status from the Office of Faculty Development or Title III Office once your application has all of the appropriate signatures.

EVALUATION CRITERIA

An application will be assessed based on the degree to which the proposal supports the spirit of the University Strategic Plan.

REIMBURSEMENT PROCESS

Upon completion of the class for degree attainment, please submit a **copy of the application form** that was originally submitted along with an **original receipt of payment and an official transcript or grade report indicating completion of the class with a grade of 3.0 or better** thirty (30) days after the end of your funded semester in order to receive authorized reimbursement.

Reimbursement of travel expenses is only allowable for physical participation in classes. Documentation may include a class schedule indicating the class is provided in an instructional facility or a notice requiring attendance on the university campus which you are enrolled.

Return all completed forms to the Office of Faculty Development for faculty or Title III Office for administrative staff.

Verification of falsified responses will result in revocation of any grant(s) awarded.