Fisk University's tuition assistance and tuition remission programs are an extension of the University's education and development initiative, which is designed to provide employees with additional opportunities for career and personal development for themselves and their children through formal education. It is imperative, however, that participation in this initiative does not interfere with the employee's position responsibilities. In the event that it does, the manager has the right to deny the employee future tuition assistance and tuition remission opportunities. Furthermore, these initiatives are administered within the annual budget approved by the Board of Trustees and, therefore, are dependent upon the financial condition of the University. Finally, the President of the University may deny these perquisites at any time.

A. TUITION ASSISTANCE FOR EMPLOYEES STUDYING AT FISK

Fisk University will provide educational assistance for courses taken at the University for the eligible employee classifications identified below:

1. regular, full-time employees of the University who have completed one (1) year of continuous service and have attained a minimum of a satisfactory rating in the employee's last performance evaluation; and

2. regular, part-time employees with at least five (5) years of continuous service who have attained a minimum of a satisfactory rating in the employee’s last performance evaluation.

Fisk University will waive the course tuition for one (1) academic course per semester. Moreover, there is a limit of four (4) credits per semester. The employee is responsible for paying all fees, including any fees associated with the course. To remain eligible for
tuition assistance, the employee must remain in good academic standing, with a minimum cumulative grade point average (GPA) of 2.0 each semester, and a minimum of a satisfactory rating in the employee’s most recent performance evaluation.

Courses must be approved by an Academic Advisor, first, and by the employee’s supervisor, in advance of enrollment. In addition, the unit head must include the cost of the course in the unit’s budget; consequently, interested employees should request advanced permission and that their managers include the cost of enrolling in a course in the annual budgeting process. If funds are not budgeted, the request for assistance may be denied.

The University will not provide tuition assistance for repeat courses.

Tuition assistance must be reimbursed if employee:

1. Does not satisfactorily complete the course within 3 months of its ending date,

2. Does not receive a grade of “C” or better, or

3. Leaves Fisk University before completing the course.

B. TUITION REMISSION FOR DEPENDENTS OF EMPLOYEES STUDYING AT FISK UNIVERSITY

Tuition Remission is provided for courses taken at Fisk University. Fisk University will provide educational assistance for degree-seeking dependents of regular, full-time employees who satisfy the eligibility criteria outlined below, with a value not to exceed 131 undergraduate credit hours or 42 graduate credit hours, based on the academic program of study. Furthermore, since this initiative is administered within the annual budget approved by the Board of Trustees it is dependent upon the financial condition of the University. It can be denied at any time by the President.
Fisk University will provide educational assistance for degree-seeking dependents taking courses at the University for the eligible employee classifications identified below:

1. regular, full-time employees of the University who have completed one (1) year of continuous service and have attained a minimum of a satisfactory rating in the employee’s last performance evaluation; and

2. regular, part-time employees with at least five (5) years of continuous service who have attained a minimum of a satisfactory rating in the employee’s last performance evaluation.

A dependent is defined as “children, natural or adopted, or step children of individuals employed by Fisk University under twenty-four (24) years-of-age.”

C. ELIGIBILITY FOR TUITION REMISSION

The University will grant tuition remission students who meet regular minimum admission requirements of a 2.70 GPA and a 21 ACT score (or SAT equivalent). Students who fail to meet the regular admission requirements will not receive tuition remission. In addition, eligible students must file the Free Application for Federal Student Aid (FAFSA) and any other financial aid forms required by the University.

Courses must be approved, and tuition budgeted, in advance of enrollment. Tuition remission students must complete the Dependent Tuition Remission Form and obtain appropriate approvals, as prerequisites to participating in the program. The form must be completed at least thirty (30) days prior to the beginning of each semester. Forms are available in the Office of Human Resources.

Eligible students may receive tuition remission for a maximum of four (4) academic years, with proration of the number of years for transfer students. Students must make satisfactory progress toward graduation to continue in the program.
Tuition remission students are responsible for paying all fees, including any fees associated with the course(s). To remain eligible for tuition remission, the student must remain in good academic standing, with a minimum cumulative grade point average (GPA) of 2.0, and the employee must maintain a minimum of a satisfactory rating in his or her performance evaluations.

The University will not provide tuition remission benefits for repeat courses.