**Policy Statement:**
Staff Training Grants (STG) are available for Merit and Professional & Scientific employees who hold a non-temporary position appointment of at least 50% time and have completed at least one year of active University service by the start of the semester in which they will enroll in credit-bearing courses. STGs may be used for courses offered by the University of Northern Iowa (UNI) or by other accredited post-secondary institutions and for courses offered in person, through correspondence, online or in a hybrid format. The employee need not be a candidate for a degree or certificate, but regular academic and admission requirements of the post-secondary institution in which the employee seeks to enroll must be met in order to qualify for an STG.

An UNI employee eligible for the STG under the criteria of this policy may receive up to one hundred percent (100%) of the tuition-only cost for up to six (6) semester credit hours in a single academic term or twelve (12) semester credit hours of approved study during UNI’s fiscal year which runs from July 1 – June 30. The maximum dollar amount of an STG is limited to the lesser of:

The amount of UNI’s resident tuition rate per credit hour x the number of eligible credits under this policy or

 the amount of tuition-only costs not covered by grant aid.

University funding for the program is limited, and at the discretion of director of Human Resource Services STGs may be prorated to less than 100% of the cost in order to maximize the number of employees who receive the STG. STGs cannot be used to cover the cost of fees, books, or surcharges associated with taking coursework that may be covered through this program.

**Procedure:**
The Staff Training Grant Program (STGP) is administered by the Human Resource Services (HRS) Director, or designee (hereinafter referred to as Director).  The policy statement and following conditions will guide the administration of the program:

* The STGP will be administered within budgeted funds.  The Director may request additional funding from the Vice President for Administration & Financial Services during a fiscal year in which it appears program funds will be depleted.
* If additional funding does not become available the Director may prorate the STGs to less than 100% of the eligible amount in order to maximize the number of employees who receive the STG.
* Staff Training Grants will be awarded only if the employee’s supervisor is satisfied that class attendance can be arranged in a manner that will not interfere with the staff member’s ability to carry out regular position responsibilities or assignments. The supervisor’s signature on the STG form signifies appropriate arrangements have been made to fulfill work obligations. Available vacation and/or compensatory leave may be considered when making a determination that class attendance and obligations will not interfere with job performance.
* Staff Training Grants may be awarded for UNI’s and other accredited post-secondary institutions’ approved correspondence, online or hybrid courses or guided independent studies.  Any such course work must be completed within one year from the date on which reimbursement was approved.
* The STGP does not cover training and development activities such as short courses, workshops, conferences, course audits and other similar activities unless such work carries credit applicable toward a degree or certification program.
* Initial determination for approval of a course is made by the staff member’s supervisor and dean or director. Final approval of the STG award is given by the Director.
* Priority for STG awards will be for course enrollments as follows:

1 – Iowa Regent institutions;
2 – Accredited post-secondary institutions with a partnership agreement Iowa Regent institutions
3 – All other accredited, post-secondary institutions

* Staff must be continuously employed at UNI during the course in order to be eligible for tuition assistance through this program.  Termination of University employment prior to completion of an approved course will result in disqualification and any STG awarded for that course will be rescinded.
* Reimbursement for course work taken through UNI will be provided following the submission of notice of satisfactory completion of the course and a receipt showing the tuition-only cost for the course to the Director. The HRS office will obtain grades directly from the UNI Registrar’s Office and the STG will be applied directly to the student U-Bill.
* Reimbursement for classes taken through an accredited post-secondary institution will be provided following the submission of an official transcript showing satisfactory completion of study and a receipt indicating tuition-only cost for the course to the HRS office.
* Satisfactory completion of approved course work consists of a grade point of no less than 2.0 for undergraduate credit and 3.0 for graduate credit on a 4.0 grading system or equivalent grade under a different grading system.
* Neither added compensation nor compensatory time is allowed for class attendance or course related activities occurring outside regularly scheduled hours of work.

Professional development activities are separate from this policy and are not eligible for reimbursement using these funds.

It is University policy that the STGP is the sole means of University reimbursement for credit-bearing courses.

**Application, Award, & Payment Procedure:**

* 1. **Application & Award Process**

1. Discuss your interest and reasons for enrolling in a selected course or program of study with your supervisor or department head.

2. Register for course work (regular academic and admission regulations must be met).

3. Complete a Staff Training Grant Application (available in the Forms Repository) and submit application to department head for approval.

4. Submit application to HRS Director or designee at least one month prior to course start date.

5. Grant applicants will be advised of approval status and award amount from the Director within \_\_\_\_\_\_ of submitting the application

* 1. **Reimbursement.**
		1. For UNI course work, grades will be obtained from the UNI Registrar’s Office at the conclusion of the course and STG awards will be applied directly to the student U-bill.  Failure to achieve satisfactory completion of the course will result in a debit applied to the student U-bill.
		2. For course work taken at another accredited, post-secondary institution, the employee must provide HRS with an official transcript providing evidence of satisfactory completion of study and a receipt indicating tuition-only cost within thirty (30) days following completion of the course.  An Accounts Payable ACH disbursement will be issued to the employee.
* Staff members receiving more than the exemption amount allowed by tax law for educational assistance during the year must generally pay tax on the excess amount.  UNI will include this excess amount in wages reported on the Form W-2 (box 1).

Human Resource Services approved, ~~July 2007~~
President’s Cabinet approved, ~~January 29, 2008~~

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