



Graduate Studies – Doctorate Degree Employee Tuition Benefit Program Policy

Centenary University offers the following Doctorate Degrees: Doctor of Education in Educational Leadership. To qualify for the Doctorate Level Employee Tuition Benefit Program, Faculty and Staff must meet the following criteria, as applicable:

1. You must be paid as a full time member of Faculty or staff on the Centenary University payroll for at least 6 months of service.
2. Semesters are: Fall: 9/1-12/31, Spring: 1/1-5/20, Summer I: 5/21-6/30, Summer II: 7/5-8/31.
3. This benefit will apply to a maximum of three (3) courses per semester.
4. Tuition charge is an 85% discount for Doctorate tuition. This discount applies to the current per credit cost. Payment of these and any other fees is required of the employee at time of registration. Charges include a non-refundable processing fee of \$25 per credit.
5. The University reserves the right to limit enrollment on a first-come, first-served, budget-available basis.
6. **If there is a prior balance due to Centenary University, Tuition Application may not be approved.**
7. All other guidelines from the Employee Tuition Benefit Program Policy & Procedure apply.
8. ***Please note that in accordance with Internal Revenue Service (IRS) regulations, gratis Graduate Tuition benefits above \$5,250 in a calendar year must be counted as imputed income for payroll purposes. Imputed income may significantly impact your net pay, based on your current salary and the amount of gratis tuition that you have received above the \$5,250 IRS allowance.***

I HAVE READ AND UNDERSTAND THE ABOVE GUIDELINES AND THE EMPLOYEE TUITION BENEFIT PROGRAM POLICY AND PROCEDURE. I AGREE TO FULLY COMPLY WITH ALL UNIVERSITY REQUIREMENTS.

Employee Signature

Please Print Name

Date



Employee Tuition Benefit Program
Application for Doctorate Level Studies

EMPLOYEE NAME: _____ DEPT: _____

Title: _____ Tel. Ext. _____ Date of Hire: _____

Current Employee Status (check one): Full-time Part-time

Scheduled # work hours per week: _____ Months per year (circle one): 9 10 11 12

This tuition request is for (check one):

Fall, 20__ (9/1-12/31) SSI, 20__ (5/21-6/30)

Spring, 20__ (1/1-5/20) SSII, 20__ (7/5-8/31)

Online On Ground Accelerated

- This is a 51 credit program, the courses are blended (blended means approximately 50% of the classes are face-to-face, with the balance on-line, for student convenience).
- This program moves on a fast pace, starting with 9 credits (3 classes).
- Currently we have two cohort starts a year (Fall & Spring).
- There is a faculty/staff limit as to how many can join an Ed. D cohort. Currently, the cap is two faculty/staff members allowed to start at a time.

Please list below the course(s) you are planning to take. (Note: If you wish to take a course during your work hours, your Supervisor's initials* indicating approval, are required for maximum of one daytime course.)

<u>TITLE OF COURSE</u>	<u># CREDITS</u>	<u>DAY(S) & HOURS</u>	<u>*Supervisor's Initials (If During Work Time)</u>
_____	_____	_____	_____
_____	_____	_____	_____

APPROVED: _____ DATE: _____
Human Resources Director or designee