In support of its belief in Christian higher education, the University provides tuition loans for its full-time employees to pursue Masters Degrees offered by the University that are approved for this policy. Full-time faculty and staff may apply for the loan after two years of full-time service, but approval of a loan is not guaranteed. An employee must continue full-time employment at LeTourneau University while in the program and will receive full benefits as long as employment remains full time. The tuition loan is not available to spouses or dependents of faculty and staff.

Admission to the graduate program is not an entitlement and must be made through the regular graduate admissions and registration processes. The employee must meet all graduate admissions requirements. Continued enrollment in a graduate program is contingent upon regular evaluation that course work is not impacting one’s employment performance. Approval by one’s supervisor and cabinet administrator is required each semester. Any deviation from the tuition loan policy must have the approval of the Executive Cabinet.

Employee __________________________________________ Date ________________
Date full-time employment began____________________
Position ____________________________________________
Department __________________________________________
Degree sought _______________________________________
Starting date ________________________ Anticipated completion date ______________________
Tuition loan estimate $__________________ Any changes in tuition costs during program attendance will affect this amount.

One course at a time is generally allowed. Online course work, class attendance, lab work, homework and other time spent relative to courses taken must be done on the employee’s own time. Any time lost from work due to class obligations must be made up each week and the resulting schedule change must be approved in advance by the immediate supervisor.

The IRS requires that we tax you on this benefit. Per IRS code Section 127 (a), Graduate level tuition in excess of $5,250 per calendar year is to be included as taxable income and is subject to federal income tax, Medicare and Social Security taxes. We must begin taxing you for the taxable portion of your Master’s Degree tuition beginning the calendar year of your graduation. We understand that this may create a financial hardship for you so we are prepared to spread this taxation over a three year period.

All loans are for tuition only and the conditions are by signed agreement with the University. The employee is responsible for all resource fees. The tuition loan is available one-time per
each course or class attended. Repeating the same course or class will be at the employee’s own expense.

Forgiveness of the loan will begin the week following withdrawal from the program or completion of the degree for which the employee is enrolled. The employee must notify Accounting when forgiveness is to begin. One-third of the loan will be forgiven for each full twelve calendar months that the employee works full time subsequent to the completion of the degree. Partial years will not be prorated.

If the employee should cease continuous full-time employment after graduation or while attending the program, repayment of the loan incurred must begin within 30 days. Repayment shall be (1) in a lump sum or (2) in equal amounts for a period not longer than two years at an interest rate of 8%. If the employee should withdraw or be administratively withdrawn from the program for any reason, repayment of the loan by full-time employment will begin the week following withdrawal. For each year or portion thereof in the graduate program, the employee must work full time for the University for 18 continuous months. Cash repayment of the loan is also an option and must begin within 30 days of withdrawal from the program. Payment may be in (1) a lump sum or (2) for a period not longer than two years at an interest rate of 8%.

The loan is to be rendered in accordance with the policies stated in the Faculty-Staff Handbook 4.3.3.4 and this Application/Agreement, the latter taking precedence where the two shall differ. The tuition loan is available one time per each course attended; repeating the same course will be at the employee’s own expense.

Signatures

Employee__________________________________________________ Date_____________
Supervisor_________________________________________________ Date_____________
Dean/Director_______________________________________________ Date_____________
Asst./Assoc. VP (if appropriate)________________________________ Date_____________
Cabinet Administrator_________________________________________ Date_____________
Office of the Provost _________________________________________ Date_____________
V.P. for Finance and Administration______________________________ Date_____________

Original to: Human Resources
Copies to: Student
Directors of Fiscal Services for GAPS
Financial Accountant
Financial Aid

Accounts Receivable ID#_____________________________