Date of Application:

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| --- |
| Employee Information |

Name:       ID#:       Hire Date:

Title:       Years in Current Position:

Department:

|  |
| --- |
| Educational Program |

🞏 Master’s Degree in Strategic Leadership 🞏 Master’s Degree in Business Administration

🞏 Master’s Degree in Higher Education 🞏 Master’s Degree in Intercollegiate Athletic Leadership

Estimated Registration Date:       Total Credits in Program:

Please attach the following to this application coversheet:

* a written statement describing your reasons for pursuing this particular program, how the program is relevant to your professional development here at Messiah University, and ways in which you believe the program will enhance your abilities to do your job well;
* a letter of support from the Vice President, Provost, Vice Provost, or Associate Provost over your department
* and a work and education plan developed with your supervisor outlining the credits to be taken each semester in balance with your full-time workload.

Please indicate by your signature below that you understand:

* This program is available to full-time, non-faculty employees who have been employed in a full-time capacity by the University for at least two years. Candidates should have a history of strong professional performance. Only those employees consistently meeting performance expectations will be permitted to enroll under these terms.
* Employees must apply to the program under the same terms and requirements as any applicant. Employees are responsible for all applications fees.
* Program recipients are selected by the President, and no more than three employees will be selected each year. Depending on program enrollment demands, fewer than three employees may be selected in any given year.
* Employees currently enrolled in the Master’s Degree in Higher Education, Master’s Degree in Strategic Leadership or Master’s Degree in Business Administration may apply for this program; however, the program does not award tuition retroactively and as such, expenses incurred prior to the award are not covered by the program.
* The program applies to tuition expenses only. Messiah University employees are responsible for additional fees and expenses related to the program.
* Under the terms of this program, the tuition shall be considered an interest-free loan to the

recipient.

* The loan shall remain interest-free as long as the recipient remains active in the program.
* The loan is forgiven at the rate of 33.33% of the funded amount for each year of the recipient’s

employment by Messiah University following the date of graduation.

* Loan forgiveness constitutes taxable income to the recipient and will be processed along with the

recipient’s other compensation and reported on the W-2 in the year of forgiveness.

* The loan is contingent upon employment with the University. If the recipient terminates employment prior to degree completion and/ or completion of the loan forgiveness, the accrued balance of the loan shall be due and payable upon the recipient’s last day of employment.
* If an employee’s employment is terminated due to poor performance or willful misconduct, the

University will immediately discontinue to all tuition benefits.

* Coursework is to be taken on employee’s own time and the University is not obligated to grant time off or paid time to complete coursework.
* Messiah University is not obligated to reward completion of this program through promotion, transfer, reassignment, or salary increase.

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|  |  |  |
| Employee Signature |  | Date |

**NECESSARY APPROVALS:**

Supervisor/Dept Head: Date:

Vice President/Provost: Date:

Vice President for HR: Date:

**APPLICATION DEADLINE: JULY 1 OF EACH YEAR**

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| *Copies:*  *Employee*  *Finance*  *Personnel File* |

**Tuition Commitment for Professional Development Program *(09/16/2012, revised 5/9/2014)***

Messiah University wishes to encourage non-faculty professionals to pursue advanced degrees at the University in exchange for a service commitment. This service commitment promotes continuity in our professional staff and ideally allows us to retain employees who have developed successfully into their roles.

**Eligibility**

The following criteria must be met in order to be eligible for the employee tuition rate:

* The employee is a full-time, permanent employee (regularly scheduled to work at least 1560 hours or more each year).
* The employee has completed two years of full time service.
* The employee has a history of strong performance and is currently in good-standing.
* The employee has completed the Tuition Commitment for Professional Development Program application.
* The employee has discussed with his/her supervisor how any coursework or programming that falls during regular work hours will be managed.

**Parameters**

* Program recipients are selected by the President, and no more than three employees will be selected each year. Depending on program enrollment demands, fewer than three employees may be selected in any given year.
* The tuition is considered an interest-free loan and shall remain interest-free as long as the recipient remains active in the program.
* The loan is forgiven at the rate of 33.33% of the funded amount for each year of employment following receipt of the Master’s Degree.
* Loan forgiveness constitutes taxable income to the recipient and will be processed along with the recipient’s other compensation and reported on the W-2 in the year of forgiveness.
* The loan is contingent upon employment with the University.

**Other**

While completion of a program provides for improved educational background, the accomplishment does not obligate Messiah University to reward such completion through promotion, transfer, reassignment, or salary increases.

Tuition Commitment for Professional Development Program application forms are available through Human Resources.

Employees may forward a copy of certificates or degrees to Human Resources for inclusion in the employee’s personnel file, if so desired.