

PERSONNEL POLICY**PART TIME STAFF, ADMINISTRATORS, ADJUNCTS****TUITION BENEFITS****Date: 11/21/03****Effective Date: 1/20/04**

1. All permanent part time employees (staff and administrators) who have been employed two years, work twenty hours or more per week and at least nine or more months per year, will be entitled to tuition assistance for undergraduate courses.
2. Adjuncts who have worked at least four consecutive semesters and are still employed by the College will be entitled to the same benefits as part time staff and administrators.
3. Tuition and program fees are paid by the College for the first 3 credits. An additional 3 credits may be taken with the employee and the College splitting the cost. All other charges are to be paid by the employee.
4. Courses must not be taken during working hours.
5. Independent Study courses are not covered.
6. Courses are subject to cancellations based on minimum paid enrollment.
7. Any course that is being voluntarily repeated will not be paid for by the College.
8. Employees who wish to enroll at Manhattan College must apply for a degree program and must satisfy all matriculation requirements of the Admissions Office and all requirements of the Financial Aid Office.
9. Each semester the Tuition Assistance form must be properly completed by employee and approved in order to enroll at the College. Approvals must be obtained in the following sequence:
 1. Human Resources
 2. Financial Aid
 3. Registrar
 4. Bursar

The College requires that each year you complete a Financial Aid Form (FAF or any other form deemed necessary). The Financial Aid Office will provide any assistance necessary to complete this form. A copy of the completed form must be submitted to the Director of Financial Aid.

10. In order to be eligible for tuition benefits all procedures must be followed. Failure to follow all procedures in a timely fashion may cause the loss of the tuition benefit.