

STAFF TRAINING APPLICATION



Application deadlines: June 1 (fall) | Nov. 1 (spring) | April 1 (Maymester/Summer)

Thank you for taking advantage of the College of Charleston's staff training grant program, which covers basic tuition and fees for up to four credit hours per term at the undergraduate or graduate level at the College of Charleston or other participating state institutions (e.g. The Citadel). In order to be eligible, you must:

1. hold a permanent position (full or part-time of at least 30 hours per week) or be employed in a temporary grant-funded position, or time-limited project position.
2. have at least six months of state employment service on or before the course start date.
3. be eligible for admission (degree, non-degree or graduate admission).
5. be a legal resident of the state of South Carolina for tuition purposes.

Note: Staff training tuition assistance grants may be limited and awarded only when funds are available. If you are also a recipient of other official grants, gift aid, G.I. Bill, scholarships, etc., you are ineligible. If your employment with the College is terminated during the semester in which the approved course is in progress, you will be responsible for full payment of all course fees awarded by the grant program. Your award may be taxable.

Your first step is to apply for admission (non-degree or degree) by the respective deadlines. Graduate School admission and registration guidelines will apply for graduate-level coursework. Once you've been admitted, you may register for the course via My Charleston. Once you've registered, your financial award will become available. If your department (or other state funds) will be used to pay for your course(s), you must still meet the eligibility requirements, follow staff training grant program procedures and meet course completion requirements. **Institutional regulations and calendars (late registrations, withdrawal, drop/add, etc.) still apply.**

Again, the grant program limits you to a maximum of four credit hours (3 hour course, 1 hour lab) per term based on available funding. If you participated in the preceding fall or spring semesters, you are ineligible for the maymester/summer session of that academic year. The course you select does not have to relate directly to your job duties, but you must get your supervisor's permission to enroll in and attend the class. The course may not interfere with the number of hours you work per week; however, supervisors are encouraged to allow employees to change their work schedule or approve annual leave to accommodate the class.

You must complete and pass the course(s) taken with a final minimum grade of "C" at the end of the approved term to have tuition costs covered under this program. You will be ineligible to apply in the subsequent semester and required to reimburse the institution for any course in which you fail to meet this criteria. The staff training grant program does not include course audits. A grade of "I" (incomplete) is not considered a passing grade. The staff training grant program covers basic tuition and fees; you are responsible for additional course fees, lab fees, books, etc. You must email adu@cofc.edu notifying them of any changes regarding the granted course (course selection change/drop-add/withdrawal, etc.)

TO BE COMPLETED BY EMPLOYEE

Please indicate the term and year _____ for which you are applying:

fall spring maymester extended summer summer I summer II

Name _____ CofC ID Number: _____

Position/Title _____ Department _____

Office phone _____ Email _____

Home phone _____ Home address _____

Course selection _____

I understand the conditions of this grant program and agree to them if accepted to receive this grant. I certify that I am NOT receiving any other official grants or gift aid.

Employee's signature _____ Date _____

TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR

I approve the above employee's participation in the staff training grant program: yes no

To encourage and accommodate their participation in the program, I will: adjust their work schedule approve annual leave

If you chose adjust their work schedule, please explain: _____

Note: Change in work schedule or assigned duties will not exempt employees from successful course completion without fiscal consequences. The Office of Admissions will inform supervisors of the successful/unsuccessful completion of the course. Information regarding course participation will be included in the employee's record maintained by Human Resources.

Supervisor's signature _____ Date _____

TO BE COMPLETED BY THE OFFICE OF ADMISSIONS

APPLICATION ACCEPTED: yes no

Admission representative's signature _____ Date _____