

The Methodist University Personnel Scholarship (MUP)

The University waives tuition for faculty, staff, spouses, and dependent children (as defined by the Internal Revenue Code or biological).

The following is a breakdown of what tuition costs are covered by the MUP:

- Full-time employees (non-faculty, without a Baccalaureate degree): 100 % remission, after completing 6 months of full-time employment and after all applicable Financial Aid has been applied.
- Full-time Faculty: Eligible for one course per semester, with supervisor approval and after completing one full semester of teaching.
- Full-time employees may take one day class per semester, with supervisor approval. Time away from work must be made up that day.
- Part-time employees and adjunct faculty, their spouses and/or dependents are not eligible for the MUP benefit.
- Spouses and Eligible dependents of full-time employees (non-faculty): 100% of tuition, after employee has completed 6 months of full-time employment and after all applicable Financial Aid has been applied.
- Spouses and Eligible dependents of full-time faculty: 100% of tuition, after employee has completed one full semester of teaching and after all Financial Aid has been applied.
- For full-time Faculty and Staff employees and their spouses who have already obtained a Baccalaureate degree – the Scholarship will cover one (1) course per semester with the Vice-President’s approval. **The Scholarship does not provide benefits for dependents who have already obtained a Baccalaureate degree.**
- *There is no tuition remission for graduate level programs.*
- *Temporary employees and their spouses/dependents are not eligible for the MUP Scholarship.*
- *All adjunct faculty in the Physician Assistant master’s program, as a result of the irregular teaching hours, will be handled on a case by case basis. Tuition costs covered by MUP, if approved, will be 1 class per semester.*
- *Spouses and Eligible dependents of adjunct faculty in the Physician Assistant master’s program, as a result of the employee’s irregular teaching hours, will be handled on a case by case basis. Tuition costs covered by MUP, if approved, will be 50% for the semester/term.*
- **Important Note: Employees with an employment start date prior to March 2, 2009 will continue to receive benefits under the old policy.**

Classifications of employees:

- An employee eligible for the University benefit program is considered full-time for the MUP Scholarship.
- An employee who regularly works 20 hours or less per week is considered a part-time employee.

Guidelines for application:

- If the MUP applicant does NOT already have a 4 year Bachelor’s Degree, the Free Application for Federal Student Aid (FAFSA) and the NCLTG (if applicable) must be completed and on file with the Financial Aid Office. The FAFSA and NCLTG (if applicable) must be completed each academic year. The NCLTG and any need based financial aid must be determined before the MUP Scholarship will be applied. If the MUP recipient is eligible for a Federal Pell Grant and is selected for verification, verification **MUST** be completed before MUP will be applied. If the verification information is not received within the semester the MUP is used, MUP **WILL** be reduced by the amount of the Pell Grant whether or not the Pell Grant has been awarded.
- The MUP Application must be completed, signed by the Financial Aid Office and returned (all copies) to the Personnel Office. This must be done during the 2 weeks prior to registration to be permitted to register.
- A separate MUP Application must be completed for the Fall, Spring and Summer Terms.

How the MUP is Processed and Awarded:

- During the first week of class for the semester/term, the Personnel Office will complete the Personnel section of the applications and forward them to the Vice President for Business Affairs for approval. The approved applications will then be sent to the Financial Aid Office.
- After the semester/term has ended and the final grades have been turned in, the Financial Aid Office will begin to process awards for the MUP Scholarship. (see Grades Policy, below)
- The Financial Aid Office will then send the award information to the Business Office so that the student account may be credited. If the student has applied for student loans, and as a result, the MUP award creates a credit balance on the student’s account, the Business Office will process refunds checks accordingly.

Grades / Withdrawal Policy:

- All individuals who have applied for the MUP must complete the course with a grade “D-” or better in order to receive the MUP Scholarship for the course(s).
- To avoid incurring tuition charges, any student attempting to withdraw from an MUP covered course, must receive permission from his or her supervisor (if applicable) **and** the Academic Dean (applies to all MUP recipients.) This permission must be granted **prior to the withdrawal of the course.** The “*Permission to Withdraw From an MUP-Covered Course*” form must be used to document permission to withdraw and is available in the Registrar’s Office and the Personnel Office. The employee/dependent is responsible for any tuition charges that are assessed due to the withdrawal of a course unless permission to withdraw from the course has been granted by the supervisor and the Academic Dean prior to withdraw.
- If a course is completed with a failing grade, a grade WF, or an incomplete, the employee/dependent will be responsible for the tuition charge for the course. If the failing grade, grade WF or incomplete changes to a passing grade within the following semester, MUP will cover the class.
- Failure to reimburse the University could result in the individual not being permitted to further enroll in courses until the amount owed has been collected. The University will take action to collect any unpaid accounts per current Business Office policies.

Generally, MUP covers normal tuition costs. MUP does not cover fees or additional tuition (ex: independent study, directed study, additional tuition for PA Program, etc.). For questions please contact the Human Resources Office in Horner Administration Bldg.