

MUP Scholarship Policy

The University waives tuition for full-time faculty, staff, spouses and sons/daughters (must be defined as a dependent by the U.S. Department of Education Free Application for Student Aid, a step-son/daughter must be residing in home of employee and meet the FAFSA dependent definition). Admissions requirements must be met. The following is a breakdown of what tuition costs are covered by the MUP:

- Full-time non-faculty employees (without a Baccalaureate degree): 100 % remission, after completing six 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 dependents are not eligible for the MUP Scholarship benefit.
- Spouses and sons/daughters (must be defined as a dependent by the U.S. Department of Education Free Application for Student Aid, a step-son/daughter must be residing in home of employee and meet the FAFSA dependent definition) of full-time non-faculty employees: 100% of tuition, after employee has completed six months of full-time employment* and after all applicable Financial Aid has been applied
- Spouses and sons/daughters (must be defined as a dependent by the U.S. Department of Education Free Application for Student Aid, a step-son/daughter must be residing in home of employee and meet the FAFSA dependent definition) of full-time faculty: 100% of tuition for all courses after employee has completed one full semester of teaching and after all applicable Financial Aid has been applied
- For full-time Faculty and Staff and their spouses who have already obtained a Baccalaureate degree – the Scholarship will cover one (1) undergraduate level course per semester with the Vice-President of Business Affairs approval. ***The Scholarship does not provide benefits for dependents that have already obtained a Baccalaureate degree.***
- *There is no tuition remission for graduate level programs.*
- *A son/daughter is defined as either biological or legally adopted and must meet the definition of dependent as defined by the U.S. Department of Education by completing the Free Application for Federal Student Aid (FAFSA). A step-son/daughter must be residing in the home of the employee and be a dependent as defined by the U.S. Department of Education by completing the FAFSA.*

- *Other relatives are not eligible for the MUP Scholarship, only spouses and sons/daughters (must be defined as a dependent by the U.S. Department of Education Free Application for Student Aid, a step-son/daughter must be residing in home of employee and meet the FAFSA dependent definition) are eligible.*
- *Temporary employees and their spouses/dependents are not eligible for the MUP Scholarship.*

***Full-time employees that meet their 6 month wait period after the start of a semester (day classes) or term (evening/summer classes) will be eligible the following semester (day classes) or term (evening/summer classes).**

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. All financial aid received (NCLTG, need based financial aid and outside Scholarships) applies towards the tuition and WILL reduce the amount of the MUP Scholarship.
- If the MUP Scholarship applicant is the employee or spouse and is selected for verification by the Federal Government, all verification documentation must be completed by the MUP applicant and verified by the office of Financial Aid before the MUP Scholarship application will be signed by a representative of the Financial Aid office.
- All dependent MUP Scholarship applicants will be selected for verification (all verification documentation must be completed by the MUP applicant and verified by the office of Financial Aid) and MUST meet dependent requirements before the MUP Scholarship application will be signed by a representative of the Financial Aid office.
- Satisfactory Academic Progress (SAP) must be maintained in order to qualify for the MUP Scholarship.
- The MUP Scholarship application must be completed, signed by the Financial Aid office return (all copies) to the Human Resources office. This must be done during the two weeks prior to registration to be permitted to register.

- A separate MUP Scholarship application must be completed for the fall, spring and summer terms. MUP Scholarship approvals are made on a semester by semester basis and the individual must meet all requirements.

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 Financial Aid.
- After the semester/term has ended and the final grades have been turned in, Financial Aid will begin to process awards for the MUP Scholarship. (see Grades Policy, below)
- Financial Aid 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 refund 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 withdrawal.
- 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. 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.
- 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 the Horner Administration Building.

Clep Fees for Students on MUP

If the student paid to take the CLEP examination, that student should pay the transcription fee. If Methodist University gave the CLEP examination at no charge, that student should pay no transcription fee.