

**THE UNIVERSITY OF SCRANTON
EDUCATIONAL LOAN REIMBURSEMENT PROGRAM
POLICIES AND PROCEDURES**

8 November 2022

PURPOSE AND SCOPE

Certain academic areas may find it difficult to recruit doctorally-prepared faculty to support academic programs deemed of high priority. The deans intend the Educational Loan Reimbursement Program (the “Program”) to provide a pathway for development opportunities to select faculty who are well-suited to fill these needs, but lack the appropriate academic credentials.

The dean may offer the Program to select tenured or tenure-track faculty and faculty specialists who are pursuing studies for a doctoral degree, or who plan to pursue these studies, in areas where faculty with these credentials and expertise are critical to high-priority institutional goals. Generally, these situations exist in academic programs where recruiting qualified Ph.D.-credentialed faculty is unusually difficult, as evidenced by small or weak pools of candidates in recruiting searches for these positions.

The dean is responsible for identifying situations where such needs exist. The dean is also responsible for identifying potential faculty candidates who have demonstrated promise for success and who are, or who are likely to become, strong contributors to the identified program.

POLICY

Entry to the Program is by invitation from the dean. Final approval is provided by the Provost/Senior Vice-President for Academic Affairs and the Senior Vice-President for Finance and Administration. Faculty who are invited, whose academic and finance plan is approved, and who are provided assistance through the Program, are obligated to abide by the published regulations of the Program. The University of Scranton reserves all rights to apply the Program according to its discretion based on its needs and available resources.

BASIC STRUCTURE OF THE PROGRAM

The Program requires the approved faculty member to apply for, and accept, a tuition loan from an appropriate lending agency (the “Loan”). The faculty member is responsible for understanding all terms and conditions of the Loan and making the required payments to the lending institution.

When the faculty member successfully completes the academic program according to the approved plan, The University of Scranton will reimburse the faculty member for the amount of money that the faculty member owes on the Loan up to the amount of tuition specified in the individual Educational Loan Reimbursement Program Agreement. The parties may mutually agree, in writing, to reimburse reasonable, additional tuition should an increase over the course of the academic program exceed the tuition estimate in the agreement. Under the reimbursement schedule, the University will reimburse the faculty member for 20% of the agreed amount for each full year of service to the University

following the award of the degree. Reimbursements cease should the faculty member separate, for any reasons, from the University prior to full reimbursement.

The Program may be modified to meet specific situations. Whether to make modifications is at the sole discretion of the University. If the University is willing to make a modification, it must be approved, in writing, and signed by the dean, the faculty member, the Provost/SVPAA, and the Sr. VP for Finance and Administration.

REVIEW PROCEDURE

1. Faculty who are invited by their dean to enter the Program must collaborate with the dean to develop a description of the academic course work they intend to pursue. The description must include the course of study, the institution, and the intended timeline. The tuition total requested from the Program must be included with the academic program description. Loan reimbursement is applied only to tuition costs. It does not cover program costs or any interest or costs associated with loans.
2. The description and other appropriate accompanying documents are reviewed by the faculty member's dean who will provide a final recommendation to the Provost/Senior Vice-President for Academic Affairs, and the Sr. Vice-President for Finance and Administration. The recommendation must include a justification of the need for the faculty member to become doctorally-qualified.
3. The Provost/SVPAA will notify the faculty member and the dean, in writing, of the decision to approve, or not, the proposed course of study and the financial components of the Program. The notification will include the amount of financial reimbursement that will be provided.

PROCESS FOR MANAGING THE FINANCIAL REIMBURSEMENT

1. Upon approval by the Provost/SVPAA and the Sr. Vice-President for Finance and Administration, the faculty member must complete and sign the Educational Loan Reimbursement Program Agreement form which is appended to this policy. This form includes pertinent information regarding the degree, the institution where the faculty member is studying, and the lending institution where the faculty member will obtain their loan.
2. The faculty member is responsible for acquiring the loan from an appropriate lending institution directly and according to the loan schedule. The faculty member must keep receipts for all expenses to be reimbursed after the doctoral degree is conferred.
3. Upon awarding of the specified degree, the faculty member must provide proof of degree conferral and receipts for all tuition to be reimbursed. University of Scranton will communicate to the faculty member the reimbursement schedule. Reimbursement will not cover academic program costs beyond tuition. Loan interest or any penalties or other costs associated with late payment or default by the faculty member rest solely with the faculty member. The total

reimbursement amount made to the faculty member over the course of the Program will not exceed the amount in the original agreement subject to a mutual agreement to add additional, reasonable tuition increases as mentioned above.

4. The terms of the Agreement must be met in order for the faculty member to remain qualified for the reimbursement following completion of the degree. This includes, but is not limited to, the specific degree and the timetable for completion.
5. When the faculty member successfully completes the academic program according to the approved plan, The University of Scranton will reimburse the faculty member for the amount of tuition that the faculty member owes on the Loan up to the amount of tuition specified in the individual Educational Loan Reimbursement Program Agreement. Under the reimbursement schedule, the University will reimburse the faculty member for 20% of the agreed amount for each full year of service to the University following the award of the degree. Reimbursements cease should the faculty member separate, for any reasons, from the University prior to full reimbursement.
6. Following separation, or if the terms of the Agreement are not met, the faculty member retains all responsibility for completing the loan conditions with the lending institution. The University has no relationship with the lending institution and shall not be responsible to a lending institution under this policy.
7. **University payments for reimbursement for educational loans are considered taxable income to the faculty member** and will be treated as such by the University for tax reporting purposes. Faculty member should consider this, and discuss any tax implications with a tax advisor.

**EDUCATIONAL LOAN REIMBURSEMENT PROGRAM AGREEMENT FORM
(THIRD PARTY LENDING INSTITUTION)**

Faculty Member Name _____

Home Address _____

Mobile Telephone _____ Office Telephone _____

University College _____ Department _____

Doctoral Program _____

Starting Date _____ Completion Date _____

Institution Name _____

Institution Address _____

Institution Telephone _____

Estimated costs to be reimbursed

Lending Organization _____

Lending Organization Address _____

Lending Organization Contact _____

Requested Amount of Financial Support from the University _____

Name of borrower(s) on the loan _____

Faculty Member Signature

Date

University Use Only

Total Amount Approved _____

Comments _____

Dean Signature

Date

Provost/SVPAA Signature

Date

Senior VP for Finance and Administration Signature

Date