

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

**31 July 2017**

**PURPOSE AND SCOPE**

There may exist certain academic areas where it becomes difficult to recruit doctorally-prepared faculty to support academic programs that the University administration deems of high priority. The Educational Loan Reimbursement Program is intended to provide the deans a pathway to provide development opportunities to select faculty who are well-suited to fill these needs, but who lack the appropriate academic credentials.

The Educational Loan Reimbursement Program would be offered when the dean identifies select tenured or tenure-track faculty and faculty specialists who are pursuing studies for the Ph.D., 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 of the program 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 in the studies and who are, or who are likely to become, strong contributors to the identified program.

**POLICY**

The Educational Loan Reimbursement Program provides financial assistance for full-time, tenured or tenure track faculty, and faculty specialists who are pursuing Ph.D. degrees in academic areas that are critical to program development at The University of Scranton. Entry is by invitation, from the dean of the program. Final approval is provided by the Provost/Senior Vice-President for Academic Affairs and the Vice-President for Finance and Administration. Faculty who are invited, whose academic and finance plan is approved, and who are provided assistance through this program, are obligated to abide by the published regulations of the Program. The University of Scranton reserves all rights to apply the Educational Loan Reimbursement Program according to its discretion based on program needs and available resources.

**BASIC STRUCTURE OF THE PROGRAM**

The Educational Loan Reimbursement Program requires the approved faculty member to apply for, and accept a tuition loan from an appropriate lending agency. The faculty member is responsible for understanding all terms and conditions of the loan and for 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 cost of the loan up to the

amount specified in the individual Education 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 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 VP for Finance and Administration.**

#### **REVIEW PROCEDURE**

1. Faculty who are invited by their dean to enter the Educational Loan Reimbursement Program must collaborate with the dean to develop a description of the academic program they intend to pursue. The description must include the program course of study, the institution, and the intended timeline. Estimated costs and the total amount requested from the Educational Loan Reimbursement Program must be included with the academic program description. Financial assistance is applied to tuition costs only.
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 Vice-President for Finance and Administration. The recommendation must include a justification of the need for the doctorally-qualified faculty member.
3. The Provost/SVPAA will notify the faculty member and the dean, in writing, of the decision to approve, or not, the proposed program of study and the financial components. 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 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 her/his loan.
2. The faculty member is responsible for acquiring the loan from an appropriate lending institution directly and according to the loan schedule. Upon awarding of the specified degree, the University of Scranton will communicate to the faculty member the reimbursement schedule. Reimbursement will not cover any penalties or other costs associated with late payment or default by the faculty member. Those costs rest solely with the faculty member. The total

reimbursement amount made to the faculty member over the course of their program will not exceed the amount in the original agreement.

3. 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.
4. The University of Scranton will reimburse the faculty member 20% of the total amount listed in the Educational Loan Reimbursement Program Agreement for each full year of service (academic year of service) to the University following the award of the degree as defined in the Agreement. Reimbursement ceases when the full amount is paid or if the faculty member separates from The University of Scranton prior to full reimbursement.
5. 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.
6. University payments to the individual faculty 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)**

Name \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Home Telephone \_\_\_\_\_ Office Telephone \_\_\_\_\_

University College \_\_\_\_\_ Department \_\_\_\_\_

Doctoral Program \_\_\_\_\_

Starting Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Institution Name \_\_\_\_\_

Institution Address \_\_\_\_\_  
\_\_\_\_\_

Institution Telephone \_\_\_\_\_

Program Description (including timeline and total costs) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lending Organization \_\_\_\_\_

Lending Organization Address \_\_\_\_\_  
\_\_\_\_\_

Lending Organization Contact \_\_\_\_\_

Requested Amount of Financial Support from the University \_\_\_\_\_

Name of borrower(s) on the loan \_\_\_\_\_

**University Use Only**

Total Amount Approved \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost/SVPAA Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior VP for Finance and Admin Services Signature

\_\_\_\_\_  
Date