

SUBJECT: Reinstatement of a Tuition Assistance Program

NEW MATERIAL: The Office of Human Resources is pleased to announce the reinstatement of a Tuition Assistance Program (TAP), which allows permanent U.S. Direct Hire employees the opportunity to take college level coursework during off-duty hours from an accredited college or university of their choosing. Coursework may be classroom or on-line. Funding is available for up to \$1500 per semester for approved courses. TAP will cover tuition, registration, and lab fees. Employees are responsible for books, transportation, and any other fees imposed by the school.

EFFECTIVE DATE: 06/29/2005

ATTACHMENTS:

1. [Pilot Program Tuition Assistance Guidance](#)
2. [Tuition Assistance Application Program](#)
3. [Tuition Assistance Reimbursement Agreement](#)

POLICY

USAID/General Notice
M/HR
07/01/2005

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Eligibility Requirements:

- Permanent Direct Hire employee of USAID
- Minimum of one year of federal service
- Minimum satisfactory performance rating

Course Requirements:

- Coursework must be pursued from a fully accredited college or university.
- Coursework must be taken for credit.
- Coursework must be taken during off-duty hours.

- Course subject matter must be of current or future benefit to the employee and USAID.
- Payments will be made directly to the University.
- Employees are required to achieve a grade of "C" or above ("B" or above for graduate level coursework) or reimbursement policies apply.

How to Apply:

Submit the Tuition Assistance Program Application Package to Ruth Derr (M/HR/TE, 2.08-080) no later than the application deadline:

Fall Semester: July 22, 2005
 Spring Semester: November 14, 2005
 Summer Semester: April 14, 2006

Late or incomplete applications will not be considered.

After each submission date, a TAP Selection Committee will review and approve applications for tuition funding.

Please refer to the attachments for policy guidance and application forms.

Information sessions to answer questions on the program will be held on:

Dates:	Time:	Location:
July 12, 2005	2:00-3:30 p.m.	D/E Conf Room, 2.09
July 19, 2005	2:00-3:30 p.m.	D/E Conf Room, 2.09

Point of Contact: Any questions concerning this Notice may be directed to Ruth Derr, M/HR/TE, (202) 712-5564 or by email at rderr@usaid.gov.

Notice 0703

File Name	Notice Date	Effective Date	Editorial Revision Date	AD CD No.	Remarks
Iu4_0510_070505_cd40	07/01/2005	06/29/2005		CD 40	This IU will be cancelled once the policy in it is incorporated into an ADS chapter.

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