INDIANA UNIVERSITY OF PENNSYLVANIA
INTERNAL DEPARTMENTAL
POLICY STATEMENT

Subject: Tuition Assistance Direction Policy

Date: March 22, 2021

Distribution Code: G, H, I

Addition ____
Deletion ____
New Item __X__

Originating Office: Office of Financial Operations

PURPOSE:
In order to comply and to strengthen program policy compliance with the Memorandum of Understanding between the Indiana University of Pennsylvania (IUP) and the United States Department of Defense (DoD), the approval of the following policy is being requested. Per the DoD Memorandum of Understanding, paragraph 4.d.(1) "If and eligible Service member decides to use Tuition Assistance (TA), educational institutions will enroll him or her only after the TA is approved by the individual's Service."

POLICY:
In compliance with paragraph 4.d.(1) of the Memorandum of Understanding with the United States Department of Defense, Indiana University of Pennsylvania will direct eligible Service members who wish to use Tuition Assistance to receive approval from an Educational Services Officer (ESO) or counselor within the Military Service prior to enrolling. In addition, the Indiana University of Pennsylvania website will contain information indicating that eligible Service members who wish to use Tuition Assistance must receive approval from an Educational Services Officer (ESO) or counselor within the Military Service prior to enrolling.

DISTRIBUTION:

Distribution Code	Description
A	All Employees
B	All Budget Coordinators
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E	All Managers
F	All Faculty
G	Senior Administrators
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