Peabody Staff Educational Pursuit Policy  
Approved March 8, 2022

Peabody College, in concert with university policy, encourages and supports its staff to engage in educational pursuits. This support can manifest in a variety of ways, as outlined below.

Employees must receive approval from their direct supervisor and, depending on the circumstance, the dean, for any educational activity that occurs during normal work hours and would require a temporary or permanent adjustment to their schedule.

Program Offered Scholarship

If an employee is offered a Peabody scholarship at time of admission (e.g. SAS, DTS, etc.) the scholarship will be applied each semester to hours taken that are not subject to the Vanderbilt tuition assistance award.

Example for a semester:
1 class taken – only VU award (currently 70%) is applied
2 or more classes taken – VU award applied to first class, Program award applied to second class

Procedure: Staff must complete necessary paperwork for VU benefit. Program award will be applied once schedule is verified to include additional hours.

Tuition Forgiveness

In rare circumstances, the college will encourage or support a staff member to pursue a degree that will benefit the college as well as the individual. In this circumstance, the college will forgive all tuition after the university benefit is applied. In exchange for this benefit, the employee agrees to work a specified amount of time after the degree is conferred. This is a legally binding agreement. Should the employee choose to terminate employment or be terminated for cause, s/he will be required to repay all or part of the tuition. Also, since this benefit is not provided to all employees, it is taxable to the employee.

Procedure:
- Supervisor identifies employee and receives dean’s approval.
- Supervisor discusses terms with employee.
- If employee is interested, supervisor obtains draft contract from Associate Dean of Finance and shares with employee.
- If employee agrees to terms, supervisor notifies Associate Dean of Finance to prepare DocuSign forms.
- Once contract is signed, Associate Dean for Data Analytics is notified so award can be entered.
- Each year, the supervisor, with the assistance of the Associate Dean for Data Analytics, prepares the annual accounting (as defined in the contract) and distributes to the employee/student.