

To Qualify:

- Must be employed in a permanent (slotted) position.
- Must be employed at least 30 hours per week.
- Must have successfully completed one year probationary period with a state agency (not just with Lander) and not had a break in service.
- Must have exhausted tuition assistance if taking a Lander course.



Lander University

Office of Human Resources

CPO Box 6013

511 Willson Street

Greenwood, SC 29649

Phone: 864-388-8310

Fax: 864-388-8895

www.lander.edu/hr



Staff Development Grant



Office of Human Resources

Phone: (864) 388-8310



Staff Development Grant

Staff may make application for a Staff Development Grant after applying for all available assistance under the Tuition Assistance Program. The applications are reviewed and forwarded for consideration by the Lander Foundation Faculty/Staff Development Committee which makes the final determination and award for Staff Development Grants. The Foundation will offer 75% of the cost of one course per semester, up to three courses per year (Fall, Spring and Summer). If the course is taken somewhere other than Lander, actual reimbursement will be 75% of the cost of the non-Lander course or 75% of the current cost of a Lander course—



whichever is less. Reimbursement will be made upon the Foundation's receipt of documentation of successful completion of course.

When are the applications for Staff Development Grant due?

March 15th for the summer and fall semesters. October 15th is the deadline for spring semester. Applications must be received by the Office of Human Resources by the deadline to be considered for approval.

What paperwork must I fill out to receive a Staff Development Grant?

The form can be downloaded from www.lander.edu/hr or picked up from the Office of Human Resources

How many courses can be approved?

Under the Staff Development Grant one 3 credit hour course per semester can be requested. Up to three courses per year can be approved.

Can I take a course in each summer session?

No. Summer is considered as one semester, so only one course is allowed.

What if my class is during work time?

This is something that will be worked out with your supervisor when they sign off on the Staff Development Grant form.

When will I know if I was not approved to receive the grant?

The Office of University Advancement will send you a letter after the committee meets notifying you of their acceptance/declination.

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