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**Date:** 04/22/2004

**Category:** 20 - Human Resources      **OPR:** HR

**Title:** AR 20-59 TUTION ASSISTANCE PROGRAM

**REVISION SUMMARY: 22 April 2004**

This regulation supersedes AR 20-59, dated 27 February 2002.

AR 20-59 is revised to provide a stipulation from the Office of Personnel Management which states that tuition assistance is available only for those students whose academic degree is part of an accredited academic program and is provided by a college or university that is accredited by a nationally recognized accrediting body as identified by the Department of Education.

*Boldfaced text in this regulation indicates revised text.*

*This regulation was written by the HR Policy Staff, Centralized and Deployed Human Resources, HR Policy@DA*

**59. TUTION ASSISTANCE PROGRAM**

**SYNOPSIS.** This regulation establishes Agency policy on the Tuition Assistance Program for undergraduate and graduate students attending accredited colleges or universities who plan to return to the Agency and convert to staff employees following completion of their degree requirements. This program aids undergraduate Student Trainees, Inroads, Inc. Students, Interns, and Graduate Fellows in their final year of study.

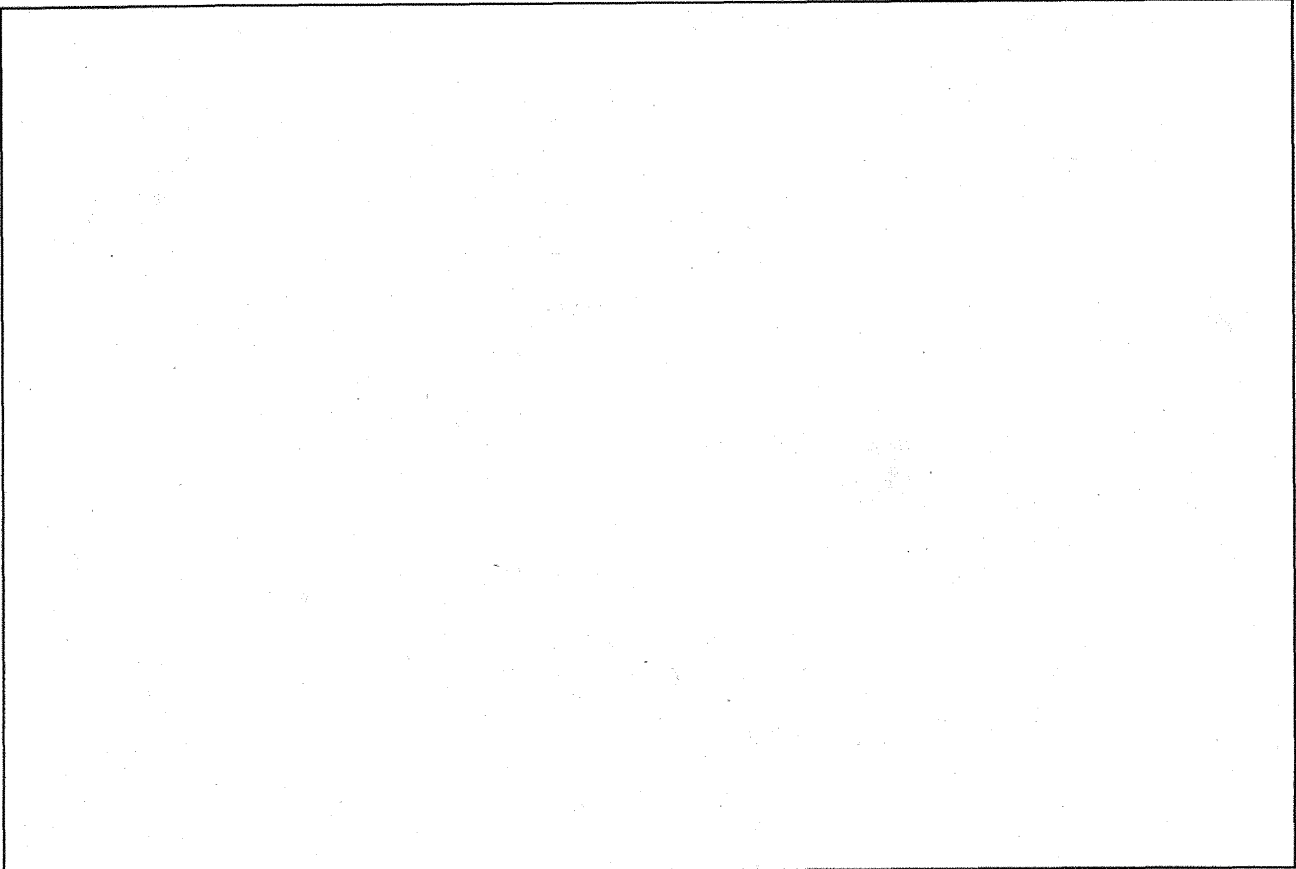
- a. **AUTHORITY.** The National Security Act of 1947, as amended, and the CIA Act of 1949, as amended.
- b. **POLICY.** This program was designed to enhance the Agency's competitiveness with the private sector, raise the student retention rate, and assist components in attracting needed

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manpower resources--critical skills--while helping students meet the high cost of education.

**c. DEFINITIONS**

- (1) **STUDENT TRAINEES.** "Student Trainees" are participants in the **CIA Undergraduate Student Trainee Program (Co-Op)**, which provides undergraduate students with the opportunity to gain work experience on an alternating semester or quarter basis. Students typically spend a minimum of three work periods on the job prior to graduation. Participants are mainly selected from academic institutions with established cooperative education programs.



- e. ELIGIBILITY.** All Student Trainees, Inroads Students, Interns, and Graduate Fellows are eligible to receive tuition assistance provided the student:

- (1) Maintains a minimum overall undergraduate or graduate Grade Point Average (GPA) of 3.0 on a 4.0 scale.
- (2) Receives sponsorship by a specific component willing to accept the student as a staff employee within 60 days following graduation.
- (3) Is enrolled in an accredited program at an accredited college or university in a full-time student status (a minimum of 12 hours of course work each semester or quarter for undergraduates and 9 hours of course work each semester or quarter for graduates).

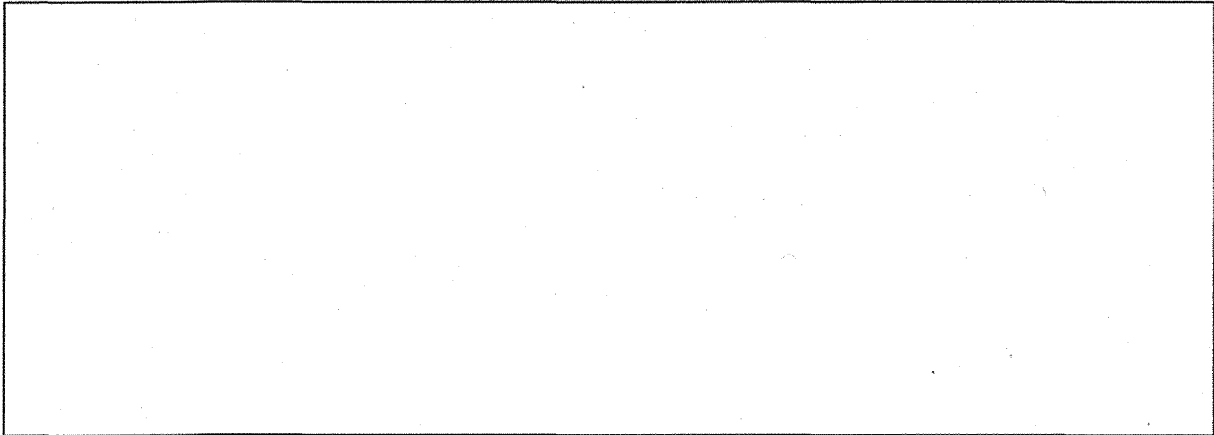
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- (4) **Is in his or her final year, semester, or quarter of course work prior to graduation.**
- (5) Signs a Letter of Intent to return to the Agency as a staff employee for a mandatory period of one (1) year or for a mandatory period of two (2) years should a participant receive tuition assistance as both an undergraduate and as a graduate student. (A Student Trainee, Inroads Student, or Intern may postpone temporarily the obligation to return as a staff employee if he or she continues academic studies at the graduate level, obtains component concurrence, and is accepted into the Agency's Graduate Fellow Program.)
- (6) Meets all clearance requirements for conversion to staff status.
- f. **AMOUNT OF PAYMENT.** Eligible students may receive a tuition payment of up to \$5,000 in their final year of course work. This amount cannot be exceeded. Under the Tuition Assistance Program, there is a \$5,000 limit for each individual in the Student Trainee, Inroads, and Intern Programs and for each individual in the Graduate Fellow Program. Tuition payments may be taxable. Refer to paragraph d above.

- g. **STUDENT RESPONSIBILITIES AND OBLIGATIONS.** In order to receive tuition assistance, a student must:

- (2) Work for a minimum period of one (1) year, or a minimum period of two (2) years should the student receive tuition assistance as both an undergraduate and a graduate, following entrance on duty as a staff employee. Students will be required to work for the sponsoring component unless the component agrees to the reassignment of the student to another component.
- (3) Meet all clearance requirements for conversion to staff status. Should a student fail to meet these standards or voluntarily decide not to return to the Agency upon graduation, all tuition assistance must be repaid to the Agency.

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