



Educational Resources

Loyola University Maryland is committed to fostering the educational growth and advancement of employees and their families through robust education benefits. As outlined in the strategic plan, “Together we will ensure that everyone has the professional tools and support necessary to succeed and the personal tools of discernment and reflection to thrive in our challenging world.” Some resources and benefits may have associated fees. All benefits and programs mentioned are intended for informational purposes and do not guarantee eligibility or availability.



Contact the Benefits & Wellness team at 410-617-1365 with questions about benefits or another member of the Office of People and Culture at 410-617-2354 or humanresources@loyola.edu.

PERSONAL & PROFESSIONAL DEVELOPMENT

WORKDAY LEARNING

Workday Learning is an integrated platform where employees can access synchronous and asynchronous courses, resources, and development opportunities, including content from external platforms like [LinkedIn Learning](#).

PROFESSIONAL & PERSONAL DEVELOPMENT

Acentra, Loyola’s Employee Assistance Program (EAP), offers a robust catalog of training options, including On-Demand self-paced courses. Visit <https://www.loyola.edu/departments/hr/development/training/> for the current listing of synchronous offerings.

The **Building Bridges Across Maryland (BBAM)** program for administrative support staff fosters professional and leadership development through collaboration between employees at several colleges and universities in the area. Up to five individuals from each institution are nominated for annual participation in this program.

Loyola Mission Driven Leadership (LMDL) is an interactive program to develop your knowledge of the Jesuit history and Loyola’s mission, vision and values that shape the work that we do, and how we do it. Learn about Loyola’s leadership model as a foundational component of our workplace environment for people leaders and individual contributors. This program is invite only.

The **Manager’s Retreat** is designed to empower all managers to effectively lead, increase engagement, and build a cohesive and thriving workforce in support of the strategic plan. Managers will receive invitations to participate.

New Employee Orientation provides an engaging and detailed introduction to the University, Jesuit history, and opportunities to enhance your workplace experience. Register online through Workday Learning (Workday > Menu > Learning > Discover > Browse Topics > New Employee Orientation (NEO)).

<p>Office of Equity and Inclusion offers Diversity Reading Groups and Cura Conversations.</p>
<p>ASPIRE</p> <p>Explore our Continuing Education Units designed to support you in your professional journey and join Loyola's extended learning community. Visit the Aspire website for more information.</p>
<p>TECHNOLOGY TRAINING</p> <p>The Employee Technology Training Center provides training for software applications and other technological tools used by the University's faculty, administrators, staff and affiliates including quick start guides, tips and tricks, and group training. Visit Office of Technology Services for more information.</p>
<p>McGUIRE SCHOLARS</p> <p>Loyola's tuition remission program is one of the most valuable benefits the University offers, especially for employees interested in earning undergraduate degrees. Yet too many employees miss out on this remarkable benefit because they feel their earlier educational experiences have not prepared them fully for college-level coursework. The McGuire Scholars program helps Loyola employees prepare for undergraduate admission to Loyola University Maryland and become successful Loyola students.</p>
<p>TUITION REMISSION</p> <p>The tuition remission program provides eligible employees, their spouses, and dependent children with access to free tuition at Loyola University Maryland. Visit www.loyola.edu/departments/hr/benefits/tuition and Section 5.13 of the Staff and Administrator Policy Manual for additional information.</p>
<p>ELIGIBILITY</p> <ul style="list-style-type: none"> • Full-time employees must complete six months of continuous employment. • Full-time employees must complete two years of continuous employment for their spouse to be eligible. • Full-time employees must complete three years of continuous employment for their dependent children to be eligible. • Dependent's waiting period may be waived if the full-time employee has completed three years of continuous employment at another four-year higher education institution immediately before their hire. Visit the Resources section below for more information. • Dependent children must be claimed on the employee's Form 1040 (federal tax return). • Six month waiting period for regular part-time employees. Spouses and dependent children of part-time employees are not eligible.
<p>ENROLLMENT</p> <ul style="list-style-type: none"> • The admission and financial aid process is separate and must be completed before utilizing the tuition remission benefit. • Immediately after registering for courses, complete the tuition remission e-form. • Undergraduate programs and courses are available to eligible employees, their spouses, and dependent children. • Part-time graduate programs are available to eligible employees and their spouses. Dependent children are not eligible.

TUITION & TAXES

- No charge for base tuition and course credits.
- Other fees and expenses are not covered by tuition remission. Examples: registration fee, enrollment fee, equipment, books, class dues, etc.
- Tax free graduate tuition for the employee's education up to \$5,250 per calendar year.
- Tax free graduate tuition for employee's education above \$5,250 if they qualify for the IRS Working Condition Fringe Benefit.
- Tax applies to all of a spouse's graduate tuition. Employee does not pay the tuition; they pay the taxes on the value of their spouse's tuition.

TUITION EXCHANGE PROGRAM (TEP) & FACHEX (DEPENDENT CHILDREN ONLY)

The tuition exchange programs provide eligible dependent children with access to free tuition or reduced tuition for credited courses at participating institutions. View a listing of all participating member institutions at <https://te.tuitionexchange.org/memberschools>.



ELIGIBILITY

- Eligible employee must complete three years of continuous employment.
- Dependent Waiver available if employee worked for three years at another four-year higher education institution immediately before their hire. Visit the Resources section below for the link to apply.
- Dependent children must be claimed on the employee's Form 1040 (federal tax return).
- Undergraduate programs are available to eligible dependent children only.
- Benefits & Wellness team verifies eligibility; however, approval is determined by each participating school.

ENROLLMENT

- Find the right school, visit <https://te.tuitionexchange.org/schoolsearch>.
- Apply for admissions with the selected school(s) on their website.
- Follow all admissions and financial aid instructions. Be aware of multiple deadlines.
- Immediately after the admission application is submitted, return to the TEP website and complete the EZ Online Application. (Visit <https://www.tuitionexchange.org/> for the "How to Guide," FAQs, EZ Online Application, and more.)
- High school guidance counselors can help through the college search process.
- Competitive scholarship: therefore, approval is not guaranteed.
- Each school will contact the student with the final decision.

TUITION

- Base tuition is set by TEP annually.
- If the selected school's tuition is higher than TEP's base tuition, the student will be responsible for the remaining balance.

RESOURCES FOR HIGH SCHOOL COUNSELORS

<https://www.loyola.edu/admission/undergraduate/connect-visit/school-counselors.html>

STUDENT LOAN DEBT RELIEF PROGRAM

Savi student loan debt relief program available to all employees and their families. Learn about this free service brought to you by Savi and TIAA. Watch a [video](#) or visit [TIAA](#) for more information. Note: This program does not include repayment programs.