



Human Resources

Cortez 129 • Phone: (956) 882-6530 • Fax: (956) 882-7476
The University of Texas at Brownsville and Texas Southmost College

Tuition Assistance Program Guidelines

A. Purpose

To encourage and support The University of Texas at Brownsville and Texas Southmost College employees to continue their education in order to update and/or improve their skills and acquire new knowledge needed to keep pace with changes in their job functions, and for professional growth and advancement.

B. Scope of Policy

This policy applies to all regular full-time University of Texas at Brownsville and Texas Southmost College employees who have satisfactorily completed twelve months of full time employment.

C. Application Process

Employees obtain an application form from the Human Resource Development Manager or from the Human Resources web page. Notice will be given of the application period for each semester by e-mail and will be posted on the Human Resources web page. The request for tuition assistance must be submitted by the dates published for each semester.

D. Policy

1. Employees may apply for tuition assistance for up to three credit hours per semester for a total of six credit hours per fiscal year.
2. Employees must maintain a G.P.A. of at least 2.0 and must maintain a 70% completion rate.
3. Staff employees must have a current Performance Review on file with Human Resources and all employees must be in compliance with all mandated training.
4. To be accepted for tuition assistance consideration, courses must be in the employee's approved degree plan or for professional growth and advancement.
5. After approval, the Human Resource Development Manager will notify the Financial Aid Office who will process payment transfer through the Business Office. Tuition assistance will not cover parking fees, the General Property Deposit fees, cost of books, add/drop fees, late fees, first time upper level class fees or online fees.
6. It is the responsibility of the employee to notify the Human Resources Development Manager of any changes to the class listed on the application and to submit a Course Substitution form to the Human Resources Development Manager. Course substitutions may be considered only within the level for which they were originally funded. Such substitution approvals are not automatic. Any authorized changes are the responsibility of the employee.
7. Employees must sign a statement agreeing to repay all funds if they do not complete or pass the course with a minimum course grade of "C". Repayment will be accomplished through a payroll deduction in two equal payments. If employment is terminated prior to completing the course, the funds will be deducted from the final paycheck.
8. Employees who completely withdraw from all classes need to notify the Human Resources Development Manager so that the funds may be repaid through two equal payroll deductions. Employees who withdraw or drop their class will not be eligible to apply for tuition assistance for the next semester. Employees who end their course with an incomplete must complete any course work within the fiscal year of when the assistance was given or pay back the funds through two equal payroll deductions.



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9. The Human Resources Development Manager will review grades at the end of each semester for courses listed on the application and take appropriate action for those employees who withdrew, have an incomplete grade or did not pass the course with a minimum grade of "C". For those employees who are going to obtain their doctorate degree, the dissertation course will be paid only when the employee gets a "Pass" grade.
10. Approval for courses at institutions other than The University of Texas at Brownsville and Texas Southmost College will be limited to those not listed in the University's course catalogue but which are critical for completion of professional goals.
11. Tuition assistance for credit courses offered at an institution other than The University of Texas at Brownsville and Texas Southmost College will be reimbursed on completion of the course with submission of grade reports and statement of charges. Reimbursement for these courses is limited to the cost of a three-credit course at The University of Texas at Brownsville and Texas Southmost College or the other institution, whichever amount is less.
12. The Tuition Assistance Account will have a specific budgeted amount per fiscal year. All funds will be granted on a first-come basis until the funds are depleted. Applications will not be kept on a waiting list. Applicants must apply each semester.

E. Review

These guidelines will be reviewed periodically by the Director of Human Resources.