



Staff Tuition Assistance Application

Date _____

Name _____ Phone/Ext. _____

Department _____ I.D.# _____

Start date of full-time UTB/TSC employment _____

Course Information:

Department	Course #	Course Description	Credit Hours
Name of Institution		Semester/Year	

I have applied for tuition assistance from other funds for this same semester.

Yes No Please specify _____

Note: It is the responsibility of the employee/student applicant to be knowledgeable about enrollment and payment rules and regulations. Under no circumstances will add, drop or late fees be covered by Tuition Assistance. Employees with pending Tuition Assistance applications have full responsibility for withdrawing, dropping, payment and enrollment status independently from the Tuition Assistance Application process. Students with a pending tuition assistance application must fully withdraw or pay for course tuition by the published deadline to avoid possible financial penalties.

Cost of Tuition and Fees \$ _____

(Excluding General Property Deposit & Parking)

Check one: lower level credit upper level credit graduate level credit

I agree to a payroll deduction for repayment of all funds received for Tuition Assistance if I do not complete or pass with a minimum course grade of "C" for the above-referenced course. I understand that if employment is terminated prior to completing the course, the funds will be deducted from my final paycheck.*

Employee Signature

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Request Status: Approved Not Approved

Comments: _____

Authorization:

1. _____
Human Resource Development Manager Date

2. _____
Director, Human Resources Date

* Return fully completed forms to Human Resources. Faxed copies need to be readable. The employee is responsible for submitting a copy of the grade report within seven days of semester end. Please note: Course substitutions may be considered only within the level for which originally funded. Such substitutions are not automatic and must be approved by the first class day. **Unauthorized changes are the responsibility of the applicant.**

Tuition Assistance Policy

A. Purpose

To encourage and support staff 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 UTB employees who have satisfactorily completed the initial six-month probationary period.

C. Application Process

1. Employees obtain an application form from the Human Resource Development Manager. Notice will be given by memo of the application period for each semester. 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 nine hours per fiscal year.
2. 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, the General Property Deposit fees, or books, nor add/drop or late fees.
3. Approval for courses at institutions other than The University of Texas at Brownsville will be limited to those not listed in the University's course catalogue but which are critical for completion of professional goals.
4. Tuition assistance for credit courses offered at an institution other than The University of Texas at Brownsville 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.
5. 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.
6. Employees receiving tuition assistance are responsible for submitting copies of their grade reports to the Human Resource Development Manager within seven days of receipt.
7. To be accepted for tuition assistance consideration, courses must be in the employee's approved degree plan or be related to the employee's work.
8. 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

This policy will be reviewed by the Director of Human Resources, by June 15 of each year.