

Texas A&M University-Kingsville

EMPLOYEE REGISTERING AS STUDENT/TUITION ASSISTANCE SCHOLARSHIP

Employees Registering as Students

Name: \_\_\_\_\_ Banner ID# K \_\_\_\_\_

Department: \_\_\_\_\_ Job Title \_\_\_\_\_

Semester: \_\_\_\_\_ Office Phone Number \_\_\_\_\_

Name, Number, and Section for each Course Day(s) of the week & Time(s) when course meets (Must list all enrolled courses for the term. Attach separate sheet if necessary.)

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

Arrangements to account for time off from regular workweek to attend classes:

\_\_\_\_\_ Vacation time

\_\_\_\_\_ Compensatory time (non-exempt only)

\_\_\_\_\_ Leave without pay

\_\_\_\_\_ Other – Explain in detail how hours missed will be made up

Do any of the classes meet during regular work hours? Yes \_\_\_ No \_\_\_
Are you applying for a Tuition Assistance Scholarship? Yes \_\_\_ No \_\_\_
Are you a full-time benefits eligible employee at TAMUK? Yes \_\_\_ No \_\_\_
Have you been employed full time at least 3 months? Yes \_\_\_ No \_\_\_

Employee's Signature UIN Date

I certify that arrangements for time off to attend classes are acceptable and class attendance will not interfere in any way with the accomplishments of duties or the work of the department.

Supervisor/Dept. Head Date

Dean/AVP Date

Bursar-Finance & Administration - Officer Date

(Revised 11/12)

Distribution: Original - Business Office Copies - Supervisor - Financial Aid Office Final Action: Approved \_\_\_ Disapproved \_\_\_ Hours \_\_\_ Amount \_\_\_ By \_\_\_\_\_ (Business Office)

## Tuition Assistance Scholarship Information and Instructions

Full-Time (budgeted) employees are eligible to take up to 4 credit hours each semester during normal work hours provided, (1) the employee must account for time missed each week using either vacation time, compensatory time (non-exempt only), leave without pay or scheduled alternative work hours during the same workweek (2) class attendance does not interfere with the work of the department, (3) arrangements are approved in advance by their department head, and (4) the employee has been employed full time at least 3 months. The scholarships are not available to spouses or children and part-time employees are not eligible for the Tuition Assistance Scholarship.

The following provisions apply to any full-time employee who chooses to take advantage of this tuition assistance scholarship.

1. Discuss enrollment plans and work schedule with supervisor.
2. Obtain approval of Advisor for class(s) selected.
3. Enroll in desired courses(s).
4. Present class schedule and “Employee Registering As Student/Tuition Assistance Scholarship” form to Supervisor/ Department Head, and Dean or AVP for approval. Dean /AVP signature is required.
5. Present original scholarship form to Business Office (MSC 104). **Scholarship request forms are due before the payment deadline each semester.**
6. Financial Aid awards may be adjusted to include the employee scholarship.
7. Employees must have a cumulative GPA of 2.0 to be eligible for the scholarship.
8. Employees in their first bachelor’s degree program will be eligible for the scholarship in order to complete that degree, and will be eligible to complete one additional degree at a higher level. An employee who has already completed a bachelor’s degree when first applying for the scholarship will be eligible for one additional degree at a higher level.

The Employee Tuition Assistance Scholarship will pay for the following fees up to 4 hours:

- |                                |                        |
|--------------------------------|------------------------|
| a) Designated Tuition          | b) Student Service Fee |
| c) Computer Use Fee            | d) Library Access Fee  |
| e) International Education Fee | f) Transcript Fee      |
| g) Hospital Fee                | h) Student Center Fee  |
| i) ID Card Fee                 | j) Athletic Fee        |
| k) Recreational Sports Fee     | l) Environmental Fee   |
| m) Transportation & Safety Fee |                        |

Note: University Policy may be found at [www.tamuk.edu/policy/rules](http://www.tamuk.edu/policy/rules) Policy #31.99.01.K1