



EMPLOYEE TUITION REIMBURSEMENT PROGRAM Four-Year Institution of Higher Education PROCEDURES

The Employee Tuition Reimbursement Program provides tuition assistance for benefits-eligible, permanent employees who have a minimum of one year of service at TEXAS SOUTHMOST COLLEGE, who are working toward a degree from a four-year institution of higher education, and who enroll in a regionally accredited college or university. Part-time faculty members and full-time grant employees are not eligible for this benefit since their employment status is classified as a temporary status and not as regular status. However, a full-time grant employee who converts to a full-time institutional employee shall have the time spent working on the grant counted in his or her continuous service with the College.

The amount of reimbursement available to an eligible employee is dependent on the available funds determined annually by the Board and shall also depend on the number of employees applying for this benefit at the same time. At no time will the amount of reimbursements exceed the budgeted amount for the period.

On a semester-by-semester basis, the College will reimburse an eligible employee:

- Up to 50% of tuition and fee costs to all eligible applicants, or if the budget does not permit;
- Based on the number of applicants, weighted by the number of courses.

Employees must be employed on the tuition reimbursement process date. They may request and receive tuition reimbursement a maximum of three times per fiscal year for classes taken within the fiscal year. The maximum reimbursement for courses taken toward a bachelor's, master's, or doctorate degree is \$2,000 per Fall and Spring semesters or \$1,000 per summer (or mini-semester) or \$5,000 per fiscal year.

PROCEDURE

Employees requesting reimbursement must follow the procedures listed below:

1. Employee submits a copy of his or her official degree plan with the school name and a list of required courses for his or her major attached to a Request for Tuition Reimbursement. Official degree plans are due by August 15 for Fall semester, January 15 for Spring semester, and May 15 for summer (or mini-semester) with an official Statement of Charges. *Deadlines for a non-traditional academic calendar will be considered on a case by case basis.*
 - a. Human Resources confirms the employee has at least one year of service and has been employed for one year.



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- b. Human Resources confirms the college in which the employee is enrolled is a regionally accredited college or university.
 2. Employee takes the course and makes a “C” or better for undergraduate coursework or a “B” or better for graduate coursework.
 - a. Employee submits a legible copy of a grade report showing student name, school name, and grade(s) no later than 30 days following the completion of the course.
 - b. Human Resources confirms the employee has not received more than three reimbursements during the fiscal year and that the employee is currently employed.
 - c. Human Resources processes requests for reimbursement through the Accounts Payable Department.
 - i. Human Resources creates a Payment Voucher for each tuition reimbursement applicant that includes a copy of the request and the statement of charges;
 - ii. Human Resources creates a spreadsheet indicating the name, institution, tuition amount, and reimbursement amount;
 - iii. Human Resources submits to Accounts Payable for disbursement.
 3. Employee receives reimbursement from Accounts Payable at the same time of next payroll cycle.

Please note: Application for educational assistance under this policy shall not imply approval for such a request. The College District reserves the right to approve or deny any and all such requests at any time.