



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. 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 that were paid out of pocket;
- Institutional, Local, State & Federal awards are not considered paid “out of pocket”.
Examples of awards include (but not limited to):
 - Pell
 - Grant Awards
 - Scholarships
 - Waivers
 - Remissions
 - Exemptions

To qualify for the employee tuition reimbursement, employees must:

- Be a benefits eligible, permanent employee who has a minimum of one year of service at Texas Southmost College;
- Be enrolled at an accredited university in a degree program;
- Be employed the month of the reimbursement;
- Have a degree plan in their personnel file;
- Apply for the tuition reimbursement upon receipt of grades.

PROCEDURE

Employees requesting reimbursement must follow the procedures listed below:



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1. As soon as the employee receives grade(s) for the semester, he/she must complete and submit a Request for Tuition Reimbursement. As the submitted forms near the allotted budgeted dollar approved, Human Resources will notify the employee that reimbursement may not occur due to limited funds.
2. Employee must submit an essay describing how the degree will support his/her career objectives, explain how the degree relates to his/her current role within the College and identify the benefits that TSC will gain by funding the request.
3. Employee must attach to the tuition reimbursement form:
 - a. the official Statement of Charges which includes the student name, classes and form of payment;
 - b. a copy of his or her official degree plan with the school name and a list of required courses for his or her major; and
 - c. 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.
4. Employees will be reimbursed for coursework on a percentage basis, based on their letter grade earned as follows:
 - a. A letter grade of "A" will be reimbursed at 100% of the allowable amount;
 - b. A letter grade of "B" will be reimbursed at 85% of the allowable amount;
 - c. Any other grade or indicator will not be eligible for reimbursement.
5. A course on a degree plan is only eligible for tuition reimbursement once.
6. Grades submitted after the deadline date may not be processed. The date of the form submission with all the required attachments will be considered in determining the order of reimbursement until all available funds are expended. Tuition reimbursement may not cross fiscal years.
7. The maximum reimbursement for courses taken toward a bachelor's, master's, or doctorate degree per fiscal year is \$3,000 and to be split as follows:
 - a. \$1,500 for Fall
 - b. \$1,500 for Spring
 - c. If funds are remaining from Fall or Spring semesters then funds can be applied to summer semesters (or mini-semester)
8. Human Resources confirms the employee has at least one year of service and has been employed for one year.
9. Human Resources confirms the college in which the employee is enrolled is a regionally accredited college or university.



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10. Human Resources confirms the employee has not received more than three reimbursements during the fiscal year and that the employee is currently employed.
11. Once Human Resources approves the form, it is forwarded to the Accounts Payable Department.
 - a. If you would like your reimbursement direct deposited, please follow the instructions on the new digital form pertaining to the ACH form and submit to accountspayable@tsc.edu

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.