

REQUEST FOR TUITION BENEFITS

Employee Betterment Program



The Employee Betterment Program (EBP) is intended to provide reimbursement of up to a maximum of 18 hours per fiscal year toward tuition for budgeted, benefit eligible faculty and staff. Less than full-time employees will be treated proportionally. See page two for additional information.

TO BE COMPLETED BY EMPLOYEE

EMPLOYEE NAME (Last, First Middle)	UIN	DATE OF HIRE	WORK EXT.
DEPARTMENT	JOB TITLE	WORK HOURS/WEEK	

ACADEMIC INFORMATION

FISCAL YEAR	SEMESTER	COURSE OF STUDY (Title / Number) - <i>Should course change, notify Human Resources.</i>			
WILL YOU GRADUATE THIS SEMESTER?		Yes	No		
HOURS REQUESTING - Only 6 credit hours allowed per semester.		JUSTIFICATION OF COURSEWORK			
1	2	3	4	5*	6*
*Anyone taking more than four (4) hours per semester must submit a copy of class schedule.		Related to current position. Required to satisfy degree plan. Degree Plan: _____			
HAVE YOU BEEN AWARDED FINANCIAL AID?		Yes	No		
If <u>yes</u> , provide award information below:		If this course occurs during work hours, how will you maintain your full work hours?			

EMPLOYEE ACKNOWLEDGEMENT

Initial **SEPARATION OF EMPLOYMENT:** Separation from employment at any time prior to completion of the semester will result in having the EBP benefits removed from the student bill and the individual will be billed for any monies owed. I agree to reimburse the university within **15 days** from my departure from TAMUCC.

Initial I understand I must successfully complete the course(s) with a **C or better** to receive EBP benefits. Otherwise, benefits will be removed from my account and I will have to reimburse the university.

Initial I understand that during normal working hours, I am limited to a course load of six (6) credit hours during any semester or summer session.

Initial I understand that I must work the full number of hours for which I am paid or use vacation and/or compensatory time off. Class attendance must not interfere with the accomplishment of my duties or work of the department in which I am employed.

Initial **STATEMENT BY FACULTY REQUESTING INSTATE TUITION:** I understand that exemptions are subject to audit. I also understand that if the exemption is subsequently denied because it is shown that I fail to qualify under the rules established by the Texas Legislature and TAMUCC, I will be responsible for the immediate payment of all tuition amount waived by means of this request.

(1) _____ (2) _____
Employee Signature Date Immediate Supervisor Date

(3) _____ (3) _____
Department Head / Dean Date Human Resources Date

FOR ADMINISTRATIVE USE ONLY

FY Eligible Hours: _____	Percent Effort: _____	Semester this FY:	Fall	Spring	SSI	SSII	Maymester
COURSE(S):	Pass	Incomplete; Re-Verify Next Semester	Failed	Reimburse EBP	Notes: _____		

INSTRUCTIONS

After completing page one of the Request for Tuition Benefits form, the employee must obtain approval from his or her immediate supervisor and the Department Head or Dean. The request will then require final approval from the Director of Human Resources. If all approvals are received, Human Resources will provide the form to the Bursar's Office for additional processing. The employee will be notified by Human Resources when a request for tuition benefits is approved or denied.

EMPLOYEE BETTERMENT PROGRAM PROCEDURE

The purpose of the Employee Betterment Program (EBP) is to encourage faculty and staff to further their education. The EBP provides budgeted, regular employees with funds to cover a portion of A&M-CC tuition costs for 18 credit hours per fiscal year.

Employees, who have been in a budgeted, regular status for three months prior to the start of the course of study are eligible for EBP benefits. Any break in service will require completion of an additional three months of service in a budgeted, regular status. Students employed in positions which require student status as a condition of employment are not eligible.

Coursework funded by the EBP must be directly related to the employee's job or required for the completion of a degree and the EBP participant must earn a C or better. Participants who do not complete the course requested with a C or better will be billed for benefits paid for by the EBP. If course changes Human Resources needs to document those changes and possibly re-evaluate or amend EB form.

Employees may take up to 6 credit hours per semester. Participants requesting EBP benefits for more than 4 hours in a semester will be required to provide information to ensure compliance with [System Regulation 31.99.01](#).

Texas A&M University-Corpus Christi will cover 100% of the current resident tuition cost per credit hour. Less than full-time employees are treated proportionally. EBP will cover 50% of the Distance Learning Fee. **Employees receiving financial assistance for tuition and fees will be funded only for tuition and fees not covered by financial assistance, subject to audit.**

Standard fees will be waived; consequently, EBP participants will not have access to services funded by the waived fees (Student Health Center, Student Services, Athletics, Recreational Sports). Where offered, EBP participants may participate in programs offered to all employees by paying associated costs.

With supervisor and Director/Dean approval, an employee may take one course during normal working hours. The employee must make up the lost work effort at a time convenient to the department. The use of vacation time and/or compensatory time to make up work time may be approved at the discretion of the supervisor.

An employee cannot be assured that all requests can be accommodated because of the work load and responsibilities of the department. Priorities and schedules will be established by the supervisor.

Employees dropping courses or not passing with a C or better will be billed for any monies owed.

SEPARATION FROM EMPLOYMENT: Separation from employment at any time prior to completion of the semester will result in having the EBP benefits removed from the student bill and the individual will be billed for the portion of tuition paid by the EBP.