Texas A&M University Kingsville

EMPLOYEE TUITION ASSISTANCE FEE WAIVER

Name: _____ Banner ID#: K00_____

Department: _____ Job Title: _____

Semester: _____ Office Phone Number: _____

List all courses below: (Ex: Level UG/GR/DR, Subject HIST, Course/Sec 1301-100, Days MWF, Times 8:00 - 8:50 am)

Level	Subject	Course/Section	Days of the week	Class Times

Arrangements to account for time off from regular work week to attend classes (for supervisor reference):

_____

_____

Employee eligibility verification:

Are you a Full-time benefits eligible employee at TAMUK? Yes ☐ No ☐
Were you full-time at least 3 months before the 1st class day? Yes ☐ No ☐
Is your cumulative GPA at least 2.0? Yes ☐ No ☐
Will you be applying for other waivers (ex: Hazelwood, MBA)? Yes ☐ No ☐
If yes, please list: _____

_____ _____ _____
Employee's Signature UIN Date

Supervisor Acknowledgement:

(Initial)_____ I certify that arrangements for time off so that my employee can attend classes are acceptable and any possible absence will not interfere in any way with the accomplishment of their job duties or the work of the department.

Approval Signatures:

_____ _____
Supervisor/Department Head Date

_____ _____
Dean/AVP/VP Date

_____ _____
Bursar/Business Services Date

Officer (Form Revised 05/2020)

Please return original signed copy to:
TAMUK Business Office
College Hall Room 104 (MSC 104)
(361) 593-2616

Final Action:
Approved_____ Denied_____
Hours_____ Amount_____
By_____ (Business Office)

Employee Tuition Assistance Fee Waiver Information & Instructions

Full-Time (budgeted) employees are eligible to receive a fee waiver for up to 4 credit hours each semester on condition that:

1. The employee has been employed full time at least 3 months before the 1st class day. Part-time employees are not eligible.
2. The cumulative GPA must be 2.0 or higher.
3. 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 work week.
4. Class attendance cannot not interfere with the work of the department.
5. Arrangements are approved in advance by their department head.
6. Employees in their first bachelor's degree program will be eligible for tuition assistance 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 following requirements 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. Present class schedule and "Employee Tuition Assistance Fee Waiver" form to Supervisor/ Department Head, and Dean/AVP/VP for approval. Dean/AVP/VP signature is required.
3. Present original signed form to Business Office (MSC 104) by the payment deadline of each semester.
4. Financial Aid awards may be adjusted to include the employee tuition assistance as a resource.

The Employee Tuition Assistance Fee Waiver will pay up to the cost of 4 credit hours of the following fees charged to the employee's account:

- Designated Tuition
- Student Service Fee
- Athletic Fee
- Hospital Fee
- Student Center Fee
- Recreational Sports Fee
- University Services Fee

IMPORTANT NOTES:

1. Final eligibility verification will be performed by the Business Office before being certified.
2. Amounts will be determined according to the credit hours the employee is actually enrolled in at the time of certification, rather than the courses listed on the form.
3. Fee waiver amounts will be adjusted, as necessary, if the employee is receiving multiple fee waivers or exemptions that pay for similar fees within the same semester.
4. An employee who is originally certified for only 3 credit hours must notify the Business Office if they add more classes and wish to receive additional assistance. Amounts will not automatically adjust.

Note: System Policy may be found at http://policies.tamus.edu/31-99-01.pdf Policy 31.99.01