PLAN BENEFITS

- Eligible employees may receive tuition assistance for job related degree program and non-degree classes.
- The Plan provides for reimbursement of resident tuition (with the exception of statutory tuition at then current rate) following successful completion of graduate or undergraduate coursework and submission of required forms and supporting documents.
- Fees and other non-tuition charges are not eligible for reimbursement.
ELIGIBILITY

Employee must be:

-Accepted as UTA Student
-Currently employed in Benefits Eligible position and have been for the last twelve (12) consecutive months
-Meet successful class completion standards

Degree program, or classes if non-degree student

- Must be related to current or prospective job duties
- Requires approval from Supervisor and Vice President/Dean
**DEGREE PROGRAM RELATED TO JOB**

Must be related to current job duties
Must be related to prospective job duties or position that can reasonably be attained in the future.

Per State Government Code 656, program will allow an employee to:
- Prepare for technical or legal developments
- Increase work capabilities
- Increase employee competence
SUCCESSFUL COMPLETION STANDARDS

Classes are completed, not dropped or listed as incomplete

The employee is eligible to receive reimbursement only for courses in which he/she received a grade of at least:

- “C” (2.0 grade points) or higher for undergraduate courses;
- “B” (3.0 grade points) or higher for graduate courses.

In order to continue to be eligible under the Plan the employee must maintain a GPA of:

- 2.5 as an undergraduate student
- 3.0 as a graduate student; and

Employee remains in a benefit eligible position through the semester

If standards are not met:

- Funds requested under the program will not be reimbursed
- Specific programs may require higher grade.
CLASSES SCHEDULED DURING NORMAL WORK HOURS

Allowed up to three (3) hours per week
- Only during Fall and Spring Semesters
- Must obtain supervisor approval BEFORE enrolling in courses
- Supervisor may approve the degree program and deny request for classes during normal work hours
- Does not deduct from any paid leave balances
- Can be listed as training on the timesheet
REIMBURSEMENT PROCESS (CONT.)

Within thirty (30) days of the end of the semester:

- Employee will re-submit the Form with a copy of the transcript showing the employees final grades for the semester.

- The supervisor will verify the course(s) were completed, and final grades received were at least a 'C' for undergraduate courses or a 'B' for graduate courses. The supervisor will then sign the Form approving the reimbursement and submit it with the supporting documents to Business Affairs for reimbursement. If the employee did not meet the grade requirements the supervisor will disapprove the Form and return it to the employee.
REIMBURSEMENT PROCESS

- Business Affairs will review the application and determine the amount of the reimbursement under the following provisions: Reimbursement amount is for resident tuition, excluding statutory tuition at current rate;
- Reimbursement is only for on-campus University for-credit course(s);
- Amount is reduced by any other applicable funds received by employee as a student, including but not limited to waiver, scholarship, or other financial aid award.
- Upon completion of the review, Business Affairs will apply credit to the employee's MyMav Account.
PLAN LIMITATIONS (CONT.)

Tuition assistance will not apply to:

- Room and board charges, textbooks and supplies, any other cost of instruction, tuition and fees for non-credit courses
- Executive MBA or other executive degree programs, UT Online Consortium classes taken at other UT System schools, classes offered through the Division of Enterprise Development.
- Tuition assistance is only available for on-campus University for credit courses.
PLAN LIMITATIONS

Tuition assistance will not apply to:

- Tuition assistance is not applicable for auditing classes.
- Tuition assistance cannot be used in place of any other tuition waiver, grant, or scholarship which an employee receives. In the event an employee receives a partial tuition waiver, grant or scholarship, tuition assistance may be used for the remaining tuition expenses.
- Employees' spouses, children and other family members are excluded from the Employee Tuition Assistance Plan.
SEPARATION OF EMPLOYMENT PROVISION

- A participating employee must sign an agreement to remain employed by the University for at least one full month for each semester hour of tuition assistance reimbursed.
- Agreement begins the month after the month in which the employee completed the coursework.
- Employee must repay the institution for all expenses for which the employee was reimbursed if the employment terminates before the end of that period.
ADDITIONAL RELATED RESOURCES

- Employee Tuition Assistance Plan Details
  (http://www.uta.edu/hr/employee-tuition-assistance-plan/program-details.php)

- Employee Tuition Assistance Request and Agreement Form
  (https://www.uta.edu/policy/form/3-208)

- Employee Tuition Assistance Request Form and Agreement Form Directions
  (http://www.uta.edu/hr/employee-tuition-assistance-plan/directions-for-completing-tuition-assistance-request-form.php)

- Frequently Asked Questions
  (http://www.uta.edu/hr/employee-tuition-assistance-plan/faq.php)

- Handbook of Operating Procedures 5-520
  (https://www.uta.edu/policy/hop/5-520)

- UTA HR Procedure 3-70
  (https://www.uta.edu/policy/procedure/3-70)