



Employee Scholarship Program Guidelines

UT Tyler supports employees and their families who choose to continue their education. Faculty and staff who choose to pursue or continue their college education—as well as eligible spouses and dependents of employees—can receive assistance.

Procedures and Responsibilities

1. ELIGIBILITY

a. FULL-TIME EMPLOYEES.

- i. The Employee Scholarship Program is available to all full-time UT Tyler and UT Tyler Health Science Center (HSC) Academic employees. *HSC Clinical and UT Health East Texas (UTHET) employees are not eligible.*
- ii. If hired after September 1, 2019, full-time employees must successfully complete one year of continuous employment (as of the date of the application deadline for the desired academic semester) to be eligible for this scholarship. *NOTE: If the employee experiences a break in service, their rehire date will then be used to determine eligibility of the one year of continuous employment.*
- iii. Employees must be in good standing for eligibility; defined as meeting or exceeding current job performance expectations and not having been the subject of disciplinary action in the six months prior to the day the academic semester opens.
- iv. Employees must receive supervisor approval before enrolling in course(s).

b. SPOUSES OF FULL-TIME EMPLOYEES.

- i. This scholarship program is available to a person legally married to a full-time UT Tyler employee hired before September 1, 2022 (as defined under Section 1, a). *For employees hired on or after September 1, 2022, the program no longer includes spouses.*
- ii. This portion of the program is not available to persons legally married to full-time employees of all HSC (including those holding an academic position) or UTHET regardless of hire date.

c. DEPENDENT CHILDREN OF FULL-TIME EMPLOYEES.

- i. This scholarship program is available to any dependent child born to, legally adopted by, or a stepchild residing in the same household as a full-time employee (as defined under Section 1, a) or retiree (who retired from UT Tyler after five or more years of continuous full-time service).
- ii. For employees hired on or after September 1, 2022, the program no longer includes dependents of a retiree.
- iii. This portion of the program is not available to dependents (as defined under 1.c.i) of full-time employees of all HSC Clinical or UTHET regardless of hire date.
- iv. Proof of dependency will be required. The following is a list of acceptable documents.

**LIST OF ACCEPTABLE DOCUMENTS TO DOCUMENT DEPENDENCY	
Biological or Adopted Child under the age of 26	Birth certificate of child, or Valid court order of adoption, or Valid pre-adoption placement order issued by a licensed child placement agency, or Valid court order naming you as managing conservator of child
Stepchild under the age of 26	Birth certificate of child and Marriage certificate for you and the biological parent

2. CREDIT HOURS AND TUITION

Subject to the eligibility requirements in Section 1 and institutional availability of funds, the University will provide a scholarship to:

a. FULL-TIME EMPLOYEES.

- i. The scholarship will pay the full amount of tuition and fees up to a maximum of six (6) credit hours each term. For all HSC Academic and UTT employees hired on or after September 1, 2022, the scholarship will pay the full amount of **tuition only** up to a maximum of six (6) credit hours each term. Recipients of the scholarship must pay all applicable mandatory, incidental and course fees each semester.
- ii. The scholarship may be used for either undergraduate or graduate courses.
- iii. In certain circumstances, the scholarship may be taxed. Graduate courses are taxable for annual amounts over \$5250. The taxable amount over \$5250 will be added to the employee's wages and appropriately taxed for federal withholding, social security, and Medicare and be reported on the employee's W-2. Depending on the costs of tuition and fees, an employee may not reach the \$5250 threshold during the Spring and/or Summer semesters, but may reach it in the Fall semester, if Spring and Summer courses were taken. At that point, the employee would be taxed on the amount over \$5250.

b. SPOUSES OF FULL-TIME EMPLOYEES.

- i. The scholarship will pay the full amount of tuition only for up to twelve (12) semester credit hours per semester of graduate or eighteen semester credit hours of undergraduate classes during the fall and spring semesters and up to six (6) semester credit hours of graduate or undergraduate classes in the summer semester. For employees hired on or after September 1, 2022, the program is not available for spouses.
- ii. Recipients of the scholarship must pay all applicable mandatory, incidental and course fees each semester.
- iii. In certain circumstances, the scholarship may be taxed to the employee. The scholarship for graduate courses awarded to spouses is taxable to the employee. The amount of the scholarship will be added to the employee's wages and appropriately taxed for federal withholding, social security, and Medicare and will be reported on the employee's W-2.

c. DEPENDENT CHILDREN OF FULL-TIME EMPLOYEES.

- i. The scholarship will pay the amount of tuition and fees for up to twelve (12) consecutive regular (Fall and Spring only) semesters, except for dependents enrolled in the year-round BSN program. For UTT employees hired on or after September 1, 2022, the scholarship will pay the full amount of **tuition only** up to a maximum of twelve (12) semester credit hours each term.

Recipients of the scholarship must pay all applicable mandatory, incidental and course fees each semester.

- ii. The dependent child(ren) must be enrolled in an undergraduate or graduate degree-granting program. The scholarship will not be granted for non-degree study or second undergraduate or graduate degrees.
- iii. Eligible dependents must be enrolled on a full-time basis (12 credit hours for undergraduate and 9 credit hours for graduates) each term in order to receive the scholarship. Continuation of the scholarship requires consecutive enrollment and the successful completion of twenty-four (24) semester credit hours per academic year for undergraduate and eighteen (18) semester credit hours per year for graduate with a minimum grade point average of 2.0 for undergraduate and 3.0 for graduate. *EXCEPTION: The scholarship will cover tuition and fees for dependents that are not enrolled full-time only if they are in their last semester of coursework before graduation or if the program requires less than full-time enrollment.*
- iv. In certain circumstances, the scholarship may be taxed to the employee. The scholarship for graduate courses awarded to dependent is taxable to the employee. The amount of the scholarship will be added to the employee's wages and appropriately taxed for federal withholding, social security, and Medicare and will be reported on the employee's W-2.

d. OTHER SCHOLARSHIP RESTRICTIONS.

- i. The scholarship may not be used to cover concurrent enrollment at other institutions.
- ii. The scholarship may not be used to audit courses.
- iii. In the event the employee terminates employment with the University, the scholarship terminates at the end of the current academic term.
- iv. The Employee Scholarship is a last dollar scholarship. It will only be applied after federal, state, and institutional grants or awards (not loans) have been posted to the student account. If the grant and institutional awards are greater than the Employee Scholarship, no scholarship amount will be posted to the student account.
- v. The scholarship will not cover the Academic Partnership Program, STEP Certification Program, the Executive Health Care Public Administration Program, the Pharmacy Program, the School of Medicine programs, or the Archer Fellowship.

3. DROPS/WITHDRAWALS/UNSUCCESSFUL COMPLETION OF COURSE(S)

- a. The recipient will be responsible for repaying tuition and/or fees for full withdrawals, dropped courses or failed courses. Balances created from drops, withdrawals, or failed courses will result in a Financial Aid Hold being placed on the student's account preventing any future enrollment and future use of this scholarship program until the balance has been paid in full. **Repayment of balance created by drops/withdrawals/unsuccessful completion of courses cannot be appealed.**
 - i. First day of class through Census Date: Partial withdrawals will result in a 100% refund of tuition and fees (no monetary penalty to student). Full withdrawals will be subject to the refund schedule posted on the following webpage, <https://www.uttyler.edu/cashiers/refund/?r=/cashiers/refund.php> (student will owe a portion of tuition and fees).
 - ii. After Census Date through End of Term: Student will owe full tuition and/or fees for any course dropped or failed.

4. APPLICATION PROCESS

- a. Candidates must complete the appropriate application form each semester. In addition, the candidate must be an enrolled student of the University and have a completed FAFSA (Free Application for Federal Student Aid) for the current academic year. FAFSA applications are available on the Federal Student Aid website, <https://studentaid.ed.gov/sa/fasfa>. If you need assistance with the FAFSA, contact the Office of Financial Aid and Scholarships.
- b. Completed scholarship applications must be submitted to the Office of Human Resources by the posted deadline on their website, <https://www.utt Tyler.edu/human-resources/employees/employee-scholarship-program.php>.

5. APPLICATION DENIALS

- a. If your application is denied, you may appeal the decision. Please review the Office of Financial Aid and Scholarship's Scholarship Appeal Application which can be found at <https://www.utt Tyler.edu/scholarships/forms.php>.
- b. You must submit the completed appeal form with all required and supporting documentation to the Enrollment Services, enroll@utt Tyler.edu.
- c. The Appeal Committee will review your documentation and will send an email with a decision. All decisions made by the Appeals Committee are final.