

# UT Tyler Employee Family Scholarship at TJC Guidelines

## Purpose

Tyler Junior College is committed to lifelong learning opportunities for the full-time faculty and staff and eligible dependents of The University of Texas at Tyler through an “**Employee Family Scholarship**”-- subject to availability of funds. This scholarship applies to State reimbursable courses taken at the College. Employees who have been with the University for at least one (1) year in an employee capacity may be eligible for this benefit. (The one year restriction is waived through August 31, 2011.) Additionally, employees must be employed at the time the applicable semester begins to be eligible for this benefit. All credit programs and a select group of Continuing Education (workforce-related) courses are included for this program. The courses offered through Continuing Education are subject to change from semester to semester. If you are interested in a particular Continuing Studies course, please contact the office of the Dean of Continuing Studies at 903/510-2901 to discuss these opportunities.

## Eligibility

### **Employee**

Full-time employees of UT Tyler are eligible for this benefit one (1) year from the date of employment. **Eligible employees (“employees”) are expected to take the course(s) outside of normal working hours and courses that are not offered at UT Tyler.** Employees should only enroll in a day course(s) if the course is not offered during the evening or weekend. (Supervisor approval required.) Employees approved for day course(s) will be required to coordinate an approved modified work schedule with their supervisor. Eligible employees may apply for the Scholarship for a maximum of six (6) credit hours. TJC Adult Continuing Education courses may be covered under this plan for up to 96 contact hours of *workforce-related* courses per semester.

### **Family Members**

The immediate families of full-time employees who have been employed for a minimum of one (1) year are eligible for this benefit. (The one year restriction is waived through August 31, 2011.) Eligible dependents may apply for the UT Tyler Employee Family Scholarship at TJC for a maximum of 15 credit hours of academic coursework or 96 contact hours of *workforce-related* Continuing Education courses per semester. Eligible dependents are defined as legal spouse, unmarried son and/or daughter, 24 years of age or younger, and whose name appears on the employee’s IRS Tax return as a dependent. The Office of Human Resources (UT or TJC) reserves the right to request and obtain proof of dependency. **TJC Courses that are also available at UT Tyler should be taken at UT Tyler and do not qualify for this employee and family member scholarship.**

**Applications are available from the UT Tyler Office of Human Resources.**

The **scholarship** covers course tuition and mandatory fees. The mandatory fees include the general education fee, student life fee, health service fee, registration fee, and parking fee. **All other course related fees will be the responsibility of the student.** Examples of excluded fees are the out-of-district surcharge and any costs associated with a repeat course.

The College President or designee has the authority to make exceptions to these guidelines.

## General Guidelines

Eligible participants must complete a UT Tyler Employee Family Scholarship at TJC in full then submit it to the Office of Human Resources at UT Tyler at least five (5) business days prior to the College posted payment due date, as well as completing the Admissions Process as outlined in the Tyler Junior College Catalog.

**Failure to submit an application in a timely manner will automatically forfeit this benefit for the current semester.**

Employees must be employed in a full-time capacity for the duration of the entire semester in which the exemption is applied.

The **scholarship** covers course tuition and most fees. Examples of excluded fees are the out-of-district surcharge and any costs associated with a repeat course. Participants must have a zero balance on their student account to be eligible for this benefit. The College reserves the right to include or remove fees from this plan at any time without direct notice. Repeat courses previously covered by the Employee Scholarship and/or courses taken for audit purposes are excluded from this benefit. It is recommended that participant's check their account (on Apache Access) three to five days after the application has been submitted by the UT Tyler Office of Human Resources to the Office of Human Resources at TJC. By checking the account, the participant will be able to confirm the remaining balance on the account, if any. If there are questions regarding any remaining balance, please contact the Office of Business Services—Student Accounts at TJC.

The College President and designated others, reserve the right to amend, waive, modify, suspend, discontinue, restrict, make improvements to any or all aspects of this policy with or without notice.

For credit courses covered under the Scholarship:

Please include with your application a copy of the employee's most recent IRS tax return form (if dependent) and the participant's schedule/bill for the coming semester.

If a participant wishes to drop the course(s), he/she should do so on or before the official reporting date of the semester. The official reporting dates are: Fall and Spring – 12<sup>th</sup> class day; Summer Semesters – 5<sup>th</sup> class day; and Mini-mesters – 2<sup>nd</sup> class day. Dropping the course(s) on or after the official reporting date will result in the participant having to pay for the course(s) if he/she decides to re-enroll in the course in the future.

For Continuing Education/Workforce related courses:

Please include the participant's most recent IRS tax form (if dependent) with your application BEFORE registering for your class. Upon approval by the office of Human Resources, the approved application will be sent to the Continuing Studies Dean's Office, and the participant will be registered for the approved workforce related course.

If a participant wishes to drop a Continuing Education course, he/she must do *so at least one day prior to the course start dates*. Dropping the course on or after the 1st class day will result in the participant having to pay for the course(s) if he/she decides to re-enroll in the course in the future.

# **UT Tyler Employee Family Scholarship at TJC**

## **Participant Responsibilities**

### **Responsibilities - Participant**

1. Complete the TJC admissions process.
2. Read and understand the Employee Family Scholarship Guidelines.
3. Complete all sections of the appropriate Application.
4. Obtain supervisor approval of application, if applicable.
5. Applications must be completed in full and submitted to the UT Tyler Office of Human Resources at least five (5) business days prior to the College posted payment due date.
6. Scholarship application packets should include a **copy of the schedule and bill** ("Registration Fee Assessment" for those using Apache Access) denoting the classes the participant is enrolled in and, for dependents, a **copy of the top section of the front page of your 1040 tax form** identifying dependent/family members.

Failure to submit the necessary documents and required signatures may delay the processing of applications and may prevent the employee or dependent from receiving the scholarship for the current semester.

### **Responsibilities – Participant’s Supervisor (if applicable)**

1. Review if participant is enrolled in a course(s) during his/her required work hours.
2. Review and determine a modified working schedule (if needed).
3. Approve vacation leave request for staff employee (if employee requests to use vacation hours for time not worked).

### **Responsibilities – UT Tyler Office of Human Resources**

1. Verify that the participant has been employed in a full-time position for at least one (1) year and enter the date of hire. (The one year restriction is waived through August 31, 2011)
2. Verify that the appropriate application form is completed for scholarship eligibility.

### **Responsibilities – TJC Office of Human Resources**

1. Verify that the participant application has approval by the UT Tyler Office of Human Resources.
2. Confirm that the participant is eligible for the scholarship.
3. Notify Student Accounts in Business Services that the participant is approved for the scholarship prior to each term.

### **Responsibilities – TJC Student Accounts**

1. Confirm that an approval from the Human Resources department has been received and confirmed for the current term.
2. Verify that enrollment does not exceed the maximum hour limit (6 hours for employees and 15 hours for dependents).
3. Award appropriate amount to cover applicable tuition and fees.
4. Notify participant of balance due, if applicable.

**FOR FULL-TIME UT TYLER EMPLOYEES AND DEPENDENT FAMILY MEMBERS ONLY**

**UT TYLER EMPLOYEE FAMILY SCHOLARSHIP AT TJC APPLICATION**

- 1. By submitting this application, the participant acknowledges that they have read and understand the appropriate guidelines which are an integral part of this application.
- 2. Employee Family Scholarship Application must be completed in full and submitted to the UT Tyler Office of Human Resources at least five (5) business days prior to the College posted payment due date.

**A. PARTICIPANT INFORMATION**

- 1. UT Tyler Employee name \_\_\_\_\_ UT Tyler ID \_\_\_\_\_
- 2. Participant is: Employee \_\_\_ or Employee's Spouse \_\_\_ or Dependent Child \_\_\_ (Dependent's Age \_\_\_)
- 3. Participant's Name: \_\_\_\_\_ 4. "A" number \_\_\_\_\_
- 5. Semester / Year of Enrollment: Fall / Spring / Summer I / Summer II/ Mini-Term 20\_\_\_\_\_
- 6. Total Credit Hrs: \_\_\_\_\_ (maximum of six (6) credit hours for employees and 15 credit hours for dependents)
- 7. Continuing Education Course: (check one) \_\_\_ Yes \_\_\_ No (96 contact hours of workforce-related Continuing Education courses per semester for employees or dependents.)
- 10. Resident of: \_\_\_ Smith County \_\_\_ Van Zandt County Other: \_\_\_\_\_

I reside \_\_\_\_\_ in district \_\_\_\_\_ out of district.

	Course Name	Section No.	Class Day/Time	<b>QUALIFIED COURSES (For office use only)</b>
11.	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

I have received and understand the guidelines for applying and receiving the Employee Family Scholarship. I also understand and accept responsibility for payment of the tuition and fees for any course listed above that is identified as a repeated course. I further understand that I will be responsible for any tuition and fees not covered under this scholarship.

\_\_\_\_\_  
**Employee's Signature**                                  **Date**                      (\_\_\_\_\_) **Office Number**  
 Forward to UT Tyler Office of Human Resources

**B. UT TYLER/TJC HUMAN RESOURCES APPROVAL**

- 1. Employee's date of hire in full-time position: \_\_\_\_\_
- 2. Is Participant eligible for scholarship? (check one): \_\_\_ Yes \_\_\_ No  
 UT Tyler HR Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

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- 3. Is Participant eligible for scholarship? (check one): \_\_\_ Yes \_\_\_ No  
 TJC HR Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

**C. STUDENT ACCOUNTS/ BUSINESS SERVICES**

1. Verify residency status: (check one) \_\_\_\_Resident \_\_\_\_Non-resident
2. Inform the participant if the Employee and Family Scholarship will not cover courses listed in Question 11, Section A and/or any remaining balance due.

Verified By: \_\_\_\_\_

Date: \_\_\_\_\_

Entered By: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

For more information, please call the TJC Office of Human Resources at 903-510-2419.