



## 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:
  1. Full-time, UT Tyler employees,
  2. Full-time, UT Tyler Health Science Center (HSC) Academic employees (excludes faculty with clinical services), and
  3. Full-time employees working within an administratively integrated department between UT Tyler and UT Health Science Center. *A complete list of administratively integrated departments can be found in Table C at the end of this document.*
- ii. 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 portion of the scholarship program is only available to a person legally married to a full-time, UT Tyler employee hired before September 1, 2022.
- ii. This portion of the program is not available to persons legally married to full-time employees of the HSC regardless of hire date or to full-time employees of UT Tyler hired on or after September 1, 2022.

##### 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).
- ii. For full-time, UT Tyler employees hired before September 1, 2022, the program includes dependents of a retiree (who retired from UT Tyler after five or more years of continuous full-time service).
- iii. Proof of dependency will be required. The following is a list of acceptable documents.

TABLE A: 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. For all eligible employees (as defined under Section 1, a) 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. For full-time, UT Tyler employees hired before September 1, 2022, the scholarship will pay the full amount of tuition and fees up to a maximum of six (6) credit hours each term.
- iii. Employee recipients must be enrolled in an undergraduate or graduate degree-granting or certificate program. The scholarship will not be awarded for non-degree, non-certificate study and is limited to either one undergraduate degree or one graduate degree per employee.
- iv. Employee recipients must meet at least the minimum standards for Satisfactory Academic Progress ([SAP Policy](#)), excluding maximum hour limit, by the end of any given enrollment period at UT Tyler to continue receiving this scholarship.
- v. In certain circumstances, the scholarship may be taxed. Graduate courses are taxable for annual amounts over \$5,250. The taxable amount over \$5,250 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 \$5,250 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 \$5,250.

### b. SPOUSES OF FULL-TIME EMPLOYEES.

- i. For all eligible recipients (as defined under Section 1, b), 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.
- ii. Recipients of the scholarship must pay all applicable mandatory, incidental and course fees each semester.
- iii. Recipients must be enrolled in an undergraduate or graduate degree-granting or certificate program. The scholarship will not be awarded for non-degree, non-certificate study and is limited to either one undergraduate degree or one graduate degree per recipient.
- iv. Recipients must meet at least the minimum standards for Satisfactory Academic Progress ([SAP Policy](#)), excluding maximum hour limit, by the end of any given enrollment period at UT Tyler to continue receiving this scholarship.

- v. 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. For dependents of all eligible employees (as defined under Section 1, a) the scholarship will pay the full amount of **tuition only** up to a maximum of twelve (12) semester credit hours each term for up to twelve (12) consecutive regular (Fall and Spring only) semesters, except for dependents enrolled in the year-round BSN program. Recipients of the scholarship must pay all applicable mandatory, incidental and course fees each semester.
- ii. For dependents of full-time, UT Tyler employees hired before September 1, 2022 the scholarship will pay the full amount of tuition and fees, and there is no semester credit hour limit.
- iii. The dependent child(ren) must be enrolled in an undergraduate or graduate degree-granting program. The scholarship will not be awarded for non-degree study and is limited to either one undergraduate degree or one graduate degree per recipient.
- iv. Eligible dependents must be enrolled on a full-time basis (12 credit hours for undergraduate and 9 credit hours for graduates) each term 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 may only be awarded to dependents enrolled less than full-time if they are either in their last semester of coursework before graduation or the program requires less than full-time enrollment.*
- v. 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 & INFORMATION.**

- 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. Awards may be prorated based on availability of funds.
- vi. If receiving this scholarship, employees must use appropriate accrued paid time off for the duration of any class, lab, or instructional time that takes place during normal business hours (8AM-5PM Monday-Friday). "Flextime" and "lunch hour" may NOT be used in place of accrued paid time off.
- vii. The following is a list of programs NOT covered by this scholarship:

TABLE B: LIST OF PROGRAMS NOT COVERED BY THIS SCHOLARSHIP	
Academic Partnership Program(s) – includes Accelerated programs such as the Executive MBA.	Psychiatric Mental Health Nurse Practitioner (PMHNP)
Archer Fellowship	Post Master’s PMHNP Certificate
STEP Certification Program	Occupational Therapy (MOT)
Adult Geriatric Acute Care Nurse Practitioner (AGACNP)	Speech Language Pathology (SLP)
Certified Registered Nurse Anesthetist (CRNA)	College of Pharmacy Programs
Family Nurse Practitioner (FNP)	School of Medicine Programs
Post Master’s FNP Certificate	

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

- a. The recipient is responsible for repaying tuition and/or fees for full withdrawals, dropped courses or failed courses.
  - i. First day of class though 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.utt Tyler.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.
- b. 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/unsuccesful completion of courses cannot be appealed.**

### 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](mailto: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.

**TABLE C: LIST OF ADMINISTRATIVELY INTEGRATED DEPARTMENTS**

Compliance	Legal - Entrepreneurship and Economic Development
Construction Management	Legal – Risk Management
Emergency Management and Safety	Marketing
Finance	Research Administration
Government Relations	Research Admin - Clinical Research
Human Resources	Research Admin - Human Research Protection Program
Information Technology	Research Admin - Office of Sponsored Programs
Internal Audit	Research Admin - Research Compliance
IT Security	Strategic Planning & Information Analysis
Legal Affairs	University Advancement
Legal - Contract Administration	University Police