THE TEXAS A&M UNIVERSITY SYSTEM OFFICES
TUITION ASSISTANCE PROGRAM

Guidelines:

• Be admitted to a degree-seeking program at any A&M System university and enrolled in courses pertaining to that degree (graduate or undergraduate)

• Be employed in a full-time position adloc’d to System Offices

• Have a minimum of 12 months of service within System Offices prior to the end of the semester in which they are enrolling and receiving the tuition assistance

• Be employed with System Offices through the 12th class day of the semester in which the tuition assistance benefit is received. Payment is not made until after the 12th day of class, so student will need to plan accordingly based on the school’s payment requirements.

• Be in good academic standing and maintain a cumulative GPA of at least 2.0 for undergraduate and 3.0 for graduate courses

• Tuition assistance program does not apply to any position/title where student status is a requirement

• Tuition assistance program applies to the Fall, Spring, and Summer semesters

• Class attendance will not interfere with the accomplishments of duties or the work of the department

• If one meets the above criteria, the person receives the following assistance, to be used for tuition and related fees:

  ➢ Enrolled in 1-5 credit hours = $1,000 per Fall/Spring/Summer semester

  ➢ Enrolled in 6+ credit hours = $2,000 per Fall/Spring/Summer semester
THE TEXAS A&M UNIVERSITY SYSTEM OFFICES
TUITION ASSISTANCE PROGRAM
Application Form

Employee Name: ______________________________

UIN#: ________________________________________

Department: __________________________________ Phone #: _____________________________________

Email Address: ________________________________

Semester (i.e., Fall/Spring/Summer)/Year:___________

Total # of Semester Credit Hours: _________________

Will the class meet during regular working hours?  Yes _______ No ________

____________________________________
Employee Signature

Date:  ______________________________

DEPARTMENTAL APPROVAL

If applicable, arrangements to account for time off from regular workweek to attend classes:

_____ Will utilize vacation time

_____ Will utilize flex time

_____ Will take compensatory time

_____ Will take leave without pay

_____ Will utilize up to three hours of education release time via System Regulation 31.99.01

Arrangements for time off to attend classes are acceptable and class attendance will not interfere with the accomplishments of duties or the work of the department.

Department head certifies that all guidelines have been followed.

Tuition Assistance Amount: __________

➢ Enrolled in 1-5 credit hours = $1,000 per Fall/Spring/Summer semester

➢ Enrolled in 6+ credit hours = $2,000 per Fall/Spring/Summer semester

__________________________________________
Reviewed and Approved by Department Head

Date: __________________________

Completed copy should scanned and emailed to systemvouchers@tamus.edu for processing along with proof of enrolled credit hours.