

**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 12<sup>th</sup> 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 UNIVERSTIY 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: \_\_\_\_\_

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**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](mailto:systemvouchers@tamus.edu) for processing along with proof of enrolled credit hours.