



EMPLOYEE AND DEPENDENT TUITION FREE PROGRAM PROCEDURES

Any employee who has completed twelve months of full-time employment is authorized to take credit or non-credit courses at the College during any given time period without tuition charges. An employee's dependents are also eligible for this program. Non-credit Continuing Education and Workforce Training courses are not considered for free tuition.

The employee and dependents are responsible for paying the parking fee and the Recreation Center fee. Employees and dependents are also responsible for differential and special fees associated with a particular course. Textbooks are not included. Any remaining balances after the tuition waiver must be paid in full. Installment payments for remaining balances will not be allowed.

An employee's courses must be pre-approved by the employee's supervisor and vice president, and must not affect regular working hours unless specifically requested by supervisor and approved by vice president. In those instances where classes are available only during normal working hours, supervisors may provide flexible work schedules and/or approve use of appropriate paid leave (i.e. vacation, compensatory time, etc.). Such approval is subject to the operating needs of the College. Courses are only eligible if tied to a degree plan or an employee and/or dependent may only take a maximum of three (3) courses unrelated to a degree plan. An employee will be unable to retake a failed course under this program.

An employee and dependent must maintain a >2.0 overall GPA. Failure to do so will make him or her ineligible for the program.

PROCEDURE:

The following procedure outlines the steps to apply for and receive a waiver for tuition and fees:

- An eligible employee and dependent must first register as a student with Texas Southmost College.
- Once accepted as a student, the employee and/or dependent, registers for the course(s).
- TSC employee must complete and submit the Employee Tuition Free Application form and/or Dependent Tuition Free Application form to the Office of Human Resources, along with a copy of the Statement of Charges **at least one week prior to the registration deadline for the semester** as per the TSC Academic Calendar.
 - A recent tax return will be required to establish dependent eligibility.
- The Office of Human Resources will review the documentation and determine eligibility.
- The Business Office will waive the employee's and/or dependent's tuition and applicable fees and update the employees account accordingly.
- If the employee drops or changes the approved class the employee should immediately contact the Business Office for further instructions.
- All forms will be included in the employee's personnel file.
- Questions regarding these procedures should be directed to the Office of Human Resources.



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REPAYMENT:

An employee who receives free tuition and fees is required to repay Texas Southmost College the amount of the tuition and fees waived as follows:

- The employee and/or dependent fails to complete an approved course;
- The employee and/or dependent does not earn a >2.0 for an approved course;
- The employee resigns or is terminated with or without cause before completing an approved course.

Repayment funds shall be submitted to the Business Office. Employee complaints regarding repayment or other issues under this procedure must be submitted to the Office of Human Resources for review and final decision. Repayment must be made within thirty (30) days.

Texas Southmost College will not require repayment of tuition and fees waived for any of the following:

- A mandatory military obligation required the employee to leave or be unavailable to attend;
- A change in employment schedule or responsibility made by and for the College's benefit;
- A serious illness that prevents the employee from completing the course work, provided the employee submits medical documentation justifying the withdrawal; or
- The employee is terminated due to reductions in force, reorganization or other reasons not related to employee performance or conduct, before completing an approved course.

An employee seeking to avoid repayment due to any of the above circumstances shall submit the request and supporting documentation to the Office of Human Resources for review and final decision.

While the intent of this exemption is to allow and encourage completion of a degree, there is no guarantee that an employee would be fully funded or awarded every semester. This benefit and associated procedures are subject to change without notice.

Misrepresentation of family members identified within this policy by the TSC employee will subject the employee to disciplinary action, up to and including termination.