

**TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: Human Resources

NUMBER: 02.03.09

AREA: Benefits

TITLE/SUBJECT: Employee Tuition Reimbursement Program

I. POLICY STATEMENT:

Education is a priority at Texas Southern University (“University”), and an educated workforce is one of the University’s most valuable assets. The University desires to institute the Employee Tuition Reimbursement Program (“Program”) to provide employees access and support to pursue their education for professional development.

II. PURPOSE AND SCOPE:

The Program is designed to support employee development through formal education, prioritizing the attainment of baccalaureate degrees and beyond at the University. This Program is only for courses taken at the University.

III. DEFINITIONS:

1. *Executive Degree Programs:* The Executive Degree Programs (“Executive Programs”) are delivered online. The online platform includes live chats, online lectures, virtual classrooms, and teleconferencing capabilities.
2. *Program Committee:* The Program Committee will consist of representatives from Human Resources, Student Accounting, Financial Aid, Faculty Senate, and Staff Council.
3. *External Funding:* Examples of External Funding include but are not limited to financial aid, scholarships, grants, and military benefits.

IV. POLICY PROVISIONS:

1. Courses taken under the Program shall be a part of a degree program or professional development at the University.
2. All tuition costs are the responsibility of the employee with reimbursement upon successful completion of the class(es) with a “C” or better.
3. Time off under this Program is a part of the Educational Opportunities Program, outlined under Manual of Administrative Policies and Procedures 02.03.05, as amended.

V. EMPLOYEE ELIGIBILITY:

1. The employee must apply for the Program located on the Human Resources website by the indicated semester deadline.
2. The employee must be a regular, full-time employee. A regular full-time employee works 100 percent FTE (40 hours per week).
3. The employee must be in good standing. An employee in good standing must not be on job probation (6 months for non-exempt employees and 12 months for exempt employees), on performance probation, nor can they owe a debt to the University (including spouse or dependent).
4. The employee must be current on all required mandatory training.
5. Qualifying employees must not be on academic probation (employee's cumulative Grade Point Average ("GPA")) at TSU fall below a 2.0 or academic suspension (employee earns less than a 2.0 GPA in a semester after academic probation).
6. Employees are required to go through the regular admission processes and meet the relevant University admission requirements, including semester application and credential deadlines. It is the employee's responsibility to apply for admission to the University and be accepted in sufficient time to attend that semester before reimbursement is issued.
7. The maximum enrollment requirement for the Program is six (6) credit hours. Tuition reimbursement amounts will be equal to the designated tuition amount paid by the employee for the course taken.
8. Employees are eligible up to the extent they do not have External Funding. For example, if military benefits cover 60 percent of your tuition and fees, you are only eligible to receive up to 40 percent reimbursement.
9. Employees must pay tuition and fees in accordance with the University payment schedule. Employees will be reimbursed upon successful completion of a course with a "C" or better.
10. Must attend one (1) informational session.

VI. GUIDELINES:

1. The Program will not cover tuition and fees for Executive Degree Programs.
2. The maximum amount to be offered will not exceed the cost of designated tuition for six credit hours per semester. The Program may be offered for the fall, spring, and summer semesters. Information will be posted on the Human Resources website before the summer session begins.
3. The Human Resources Department will confirm the eligibility of the employee(s) that apply for the Program each semester.

VII. REVIEW AND RESPONSIBILITIES:

Responsible Party: Senior Associate Vice President of Human Resources

Review: Every three years, on or before September 1

VIII. APPROVAL:

Yolanda Edmond

Yolanda Edmond
Sr. Associate Vice President of
HR and Payroll Services

Lesia L. Crumpton-Young

Dr. Lesia L. Crumpton-Young
President

04/27/2022

Effective Date