

Tuition Assistance

Frequently Asked Questions



What is the maximum benefit available under the tuition assistance program (“Program”)?

The maximum benefit allowable to a U. T. System Administration employee is \$4,500 per calendar year not to exceed actual costs for tuition and allowable fees. Reimbursement for private college or university education costs may not exceed the cost of comparable courses charged by the nearest state-supported four-year institution of higher education.

What if the tuition and fees of a single course or semester exceeds \$4,500?

The maximum tuition assistance benefit available to an employee is \$4,500 per calendar year. The employee is responsible for any amount over the maximum benefit.

Does UT System Administration pay for course tuition fees up-front, or after completion of the course(s)?

The program reimburses a participating employee after the completion of the coursework. The employee must submit an electronic expense report within 30 calendar days after completion of the coursework in accordance with applicable Office of the Controller procedures as outlined in HOP 3.2.5 Tuition Assistance.

Is there a minimum period of employment required before an employee can participate in the program?

Employees who have completed their six-month probationary period are eligible to participate in the program.

Is an employee eligible to participate in the program when on a performance improvement plan?

No. To be eligible for the program, a participating employee must be in and maintain non-probationary employment status and have received at least a “good” rating on the most recent performance evaluation. Approval of an employee’s tuition assistance application is at the discretion of their department head.

Is a part-time employee eligible to participate in the program?

No. Only regular full-time employees can participate in the program. Regular full-time is defined as an employee appointed to work 30 hours or more per week for a period of four and one-half consecutive months or longer (135 calendar days).

Does the program apply to an employee’s family members?

No. Only regular full-time employees of U. T. System Administration are eligible to participate. The program does not apply to an employee’s family members.

Does U. T. System Administration sponsor degree programs?

Tuition assistance is limited to tuition and allowable fees on a semester or per class basis subject to a \$4,500 maximum per calendar year.

Do certificate programs qualify for reimbursement under the program?

Coursework in a certificate program qualifies for reimbursement if provided by an accredited college or university. In addition, like all coursework that may qualify for reimbursement under the program, certificate program coursework must be related to current or prospective duties of the employee and

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benefit the U. T. System Administration by increasing employee knowledge, work capabilities, or competencies needed to achieve U. T. System Administration goals and objectives.

Is there a limit to the number of courses that can be taken under the program?

Program benefits to a participating employee are limited to two three-hour courses in one semester, or more than two semester credit courses provided the combined number of course hours do not exceed six.

Does the employee have to attend a UT institution to receive tuition assistance?

No. Eligible employees may pursue coursework at any accredited college or university. Reimbursement for tuition charged by a private college or university must not exceed the tuition amount charged by a comparable public college or university for the same courses.

Does the program apply to both undergraduate and graduate level courses?

Yes. The program applies to graduate or undergraduate-level coursework at an accredited institution of higher education.

Do the courses have to be job-related?

Yes. The courses must relate to current or prospective duties of the employee and benefit the U. T. System Administration by increasing employee knowledge, work capabilities, or competencies needed to achieve U. T. System Administration goals and objectives. Final decisions on course eligibility are determined by the Office of Talent and Innovation.

What if the employee fails a course?

To receive reimbursement, the employee must receive at least a “C” grade in an undergraduate course and at least a “B” grade in a graduate course. If the employee fails to continue to meet tuition reimbursement criteria at any point prior to reimbursement, he or she may forfeit all rights to reimbursement under this program.

What if the employee drops a course after registering?

A request for reimbursement must be in accordance with program guidelines. The employee will not be reimbursed for the tuition and fee costs for an incomplete course.

Is there a period of employment required following the employee’s receipt of a tuition reimbursement payment?

Yes. A participating employee must sign an agreement to remain employed by U. T. System Administration for at least one full month for each semester hour of tuition assistance reimbursed, beginning with the month after the month in which the employee completed the coursework. For example, if a three-hour course ends on May 25th, the employment obligation is met August 31st.

Does an employee have to repay a tuition reimbursement if they separate employment from U.T. System Administration before the reimbursement employment obligation is met?

Yes. A participating employee who separates employment with U. T. System Administration prior to completion of a program agreement period for any reason other than a reduction in force, permanent disability, or death must repay U. T. System Administration the amount previously reimbursed to the employee under the tuition assistance program for the applicable semester(s).

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If a participating employee separates employment before their reimbursement employment obligation is met, does the reimbursement repayment have to be made at one time?

The separating employee should contact the Office of Talent of Innovation for repayment options.

What is the consequence if an employee doesn't repay the reimbursement after leaving U. T. System Administration before their reimbursement employment obligation is met?

U. T. System Administration will pursue collection as directed by the Office of the Controller.