

TUITION ASSISTANCE PROGRAM FREQUENTLY ASKED QUESTIONS

What is the maximum benefit available?

\$2000 per fiscal year (September 1 through August 31 of the following year).

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.

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

Reimbursement is made to the employee following satisfactory completion of the course(s).

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

Employees who are still in their probationary period of six months are not eligible for the program. After completion of the probationary period, all employees in good standing are eligible for the program.

What if the tuition and fees of a single course cost more than \$2000?

The maximum tuition assistance benefit available to an employee is \$2000 per fiscal year.

Can a part-time employee participate?

No. Only regular full-time employees can participate.

Does this program apply to an employee's family members?

No. Only regular full-time employees of UT System are eligible to participate.

Does UT System sponsor degree programs?

No. The employee applies for reimbursement of tuition and allowable fees on a semester basis.

How does UT System determine how much benefit an employee gets?

An eligible employee can be reimbursed for the costs incurred for tuition and allowed fees for one or more courses during a semester to a maximum of \$2000. The employee submits receipts in order to receive reimbursement.

What if the tuition and fees for a course are less than \$2000, does the employee just receive the \$2000?

No. The employee is reimbursed for actual tuition and allowable fees, based on receipts provided, to a maximum of \$2000. Reimbursement will not exceed actual costs for tuition and allowable fees.

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

Yes, program benefits to a participating employee are limited to two three-hour courses (or the institution's equivalent thereof) in one semester and a lifetime total of twenty-four semester hours.

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

No, the employee can attend any accredited college or university.

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

Yes.

Do the courses have to be job-related?

Yes.

What if the employee drops or 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.

What if the employee receives a grade lower than a "C" grade in an undergraduate course or lower than a "B" grade in a graduate course?

The employee will not be reimbursed for the tuition and fee costs.

What if the employee drops a course after registering?

The employee will not be reimbursed for the tuition and fee costs.

Is there a period of employment required following the employee's receipt of tuition assistance?

Yes. The employee must work for UT System for at least one month for each semester hour of tuition assistance received following the reimbursement.

If an employee leaves UT System employment and is required to repay UT for tuition assistance, does the repayment have to be made at one time?

No, the repayment can be in a lump sum or in installment payments.

If the employee just doesn't pay the amount back after leaving UT System, what will happen?

UT System will pursue collection through the Courts (Travis County, Texas).