

TEXAS A&M UNIVERSITY-CORPUS CHRISTI

Employee Betterment Program Request for Tuition Benefits

The **Employee Betterment Program (EBP)** is intended to provide reimbursement of up to a maximum of 12 hours per fiscal year toward tuition for budgeted, benefit eligible faculty and staff. Less than full-time employees will be treated proportionally. **Additional details and procedures are on the back of this form.**

Name:		UIN#:	Date:
		A#:	
Department:		Work Hrs./Week:	Work Phone #:
Job Title:			Date of Hire:
Fiscal Year:	Have you been awarded Financial Aid? <i>If <u>yes</u>, provide award information.</i>	Will you graduate this semester?	Justification of Course Work:
Semester:			<input type="checkbox"/> Required to satisfy degree plan. Degree Plan: _____ <input type="checkbox"/> Related to current position.
Course of Study (Title/Number):		Hours Requesting:	
		() 1 () 2 () 3 () 4 () 5 () 6	
Should course change notify Human Resources		<u>ONLY 6 CREDIT HOURS ALLOWED PER SEMESTER.</u> <i>ANYONE TAKING MORE THAN 4 HRS PER SEMESTER MUST SUBMIT A COPY OF CLASS SCHEDULE.</i>	
If this course occurs during work hours how will you maintain your full work hours?			
<input type="checkbox"/> Initial. Separation from Employment: Separation from employment at any time prior to completion of the semester will result in having the EBP benefits removed from the student bill and the individual will be billed for any monies owed.			
<input type="checkbox"/> Initial. I understand that during normal working hours I am limited to a course load of four (4) credit hours during any semester or summer session except as provided in TAMUS System Regulation 31.99.01 Employees Registering as Students.			
<input type="checkbox"/> Initial. I understand that I must work the full number of hours for which I am paid or use vacation and/or compensatory time. Class attendance must not interfere with the accomplishment of my duties or work of the department in which I am employed.			
Employee			
Signature:		Date:	
Immediate Supervisor - APPROVAL			
Print name:		Signature:	Date:
Department Head/Dean - APPROVAL			
Print name:		Signature:	Date:
Director of Human Resources - APPROVAL			
Print name: Debra Cortinas		Signature:	Date:
FOR HR USE ONLY: FY Eligible Hours: _____ Percent Effort: _____ Previous Semester this FY: F SP SSI SSII Maymester Course: () Pass () Incomplete re-verify next semester () Failed () Reimburse EBP			
With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.			

Procedure on Reverse Side

EMPLOYEE BETTERMENT PROGRAM PROCEDURE

The purpose of the Employee Betterment Program (EBP) is to encourage faculty and staff to further their education. The EBP provides budgeted, regular employees with funds to cover a portion of A&M-CC tuition costs for 12 credit hours per fiscal year.

Employees, who have been in a budgeted, regular status for three months prior to the start of the course of study are eligible for EBP benefits. Any break in service will require completion of an additional three months of service in a budgeted, regular status. Students employed in positions which require student status as a condition of employment are not eligible.

Coursework funded by the EBP must be directly related to the employee's job or required for the completion of a degree and the EBP participant must earn a C or better. Participants who do not complete the course requested with a C or better will be billed for benefits paid for by the EBP. If course changes Human Resources needs to document those changes and possibly re-evaluate or amend EB form.

Employees may take up to 6 credit hours per semester. Participants requesting EBP benefits for more than 4 hours in a semester will be required to provide information to ensure compliance with System Regulation 31.99.01.

The maximum dollar amount allowed per employee per fiscal year is 50% of the A&M-CC current resident tuition cost per credit hour. Less than full-time employees are treated proportionally. EBP will cover 50% of the Distance Learning Fee. **Employees receiving financial assistance for tuition and fees will be funded only for tuition and fees not covered by financial assistance, subject to audit.**

Standard fees will be waived; consequently, EBP participants will not have access to services funded by the waived fees (Student Health Center, Student Services, Athletics, Recreational Sports). Where offered, EBP participants may participate in programs offered to all employees by paying associated costs.

With supervisor and Director/Dean approval, an employee may take one course during normal working hours. The employee must make up the lost work effort at a time convenient to the department. The use of vacation time and/or compensatory time to make up work time may be approved at the discretion of the supervisor.

An employee cannot be assured that all requests can be accommodated because of the work load and responsibilities of the department. Priorities and schedules will be established by the supervisor.

EBP LOAN PROGRAM: Employees must sign a loan agreement in the Bursar's Office for the portion of tuition provided by the EBP. Employees dropping courses or not passing with a C or better will be billed for any monies owed.

SEPARATION FROM EMPLOYMENT: Separation from employment at any time prior to completion of the semester will result in having the EBP benefits removed from the student bill and the individual will be billed for the portion of tuition paid by the EBP.