

A.

Professional Development Plan

South Texas College

Institutional Tuition Grant for Employee

Guidelines, Responsibilities, and Application

SOUTH TEXAS COLLEGE

Institutional Tuition Grant for Employee

Guidelines

Purpose

Revised Tuition and Fee Waiver for Employee

South Texas College is committed to lifelong learning opportunities for its regular full-time faculty and staff. As a result, the College offers an institutional tuition grant, **subject to availability of funds**, for eligible benefit-eligible full-time faculty and staff for eligible credit courses taken at the College. Adult Continuing Education courses may be covered under this plan if the course directly benefits the employee with their job at STC.

Eligibility

The amount of tuition grant is based on the number of years of service. Effective September 1, 2009, the employee must be employed for at least 2 years before the program's benefits will be granted.

Effective FY 2010 (eff 09/01/2009)

- | | | |
|----|----------------------|---|
| a. | Under 2 years | No benefits for employees, spouse and dependent |
| b. | At 2 years | 4 hours per semester for each employee, spouse and dependent |
| c. | At 4 years | 8 hours per semester for each employee, spouse and dependent |
| d. | At 6 years | 8 hours per semester for each employee and 12 hours per semester for employee's spouse and dependent |

The maximum number of hours listed are per semester consisting of 3 semesters – Fall, Spring, and Summer (I, II, III).

The 2 year waiting period will become effective for employees with a start date of September 1, 2009 and later.

The current employees with more than 1 year, but less than 2 years of service at September 1, 2009, will receive the benefits listed under the 2 years tier above. With this exception, effective September 1, 2009 all current employees and new employees will be subject to the 2 years, 4 years and 6 years service tiers as indicated above.

An example of which service tier to use at September 1, 2009 is as follows:

| Hire Date | No. of Years as of September 1, 2009 | Service Tier |
|-----------|--------------------------------------|--------------|
| 9/1/05 | 4 | 4 years |
| 9/1/06 | 3 | 2 years |
| 9/1/07 | 2 | 2 years |
| 9/1/08 | 1 | 2 years |
| 9/1/09 | 0 | 0 years |

General Guidelines

Eligible employees may apply to take courses that comply with a specified degree plan or are directly job related. A degree plan is required; if a degree plan is not available the statement of educational purpose should be completed. Coursework undertaken solely for self-enrichment does not qualify for the grant. All guidelines related to the implementation of this plan, shall be maintained by the Office of Human Resources and require approval by the College President.

Employees who have applied for and are eligible for state or federal aid must first exhaust these funds before becoming eligible for the institutional tuition grant.

Eligible employees are required to submit their institutional grant application to the Office of Human Resources for approval **no later than five days** prior to the designated begin date for that particular semester. **Failure to obtain prior approval will automatically forfeit this benefit for the current semester.**

Eligible employees are expected to take the course(s) outside of normal working hours. Approval for enrollment in a day course(s) should be granted only if the course is not offered during the evening or weekend. Employees approved for day course(s) will be required to submit a supervisor approved modified work schedule along with their grant application.

If an employee wishes to drop the course(s), he/she should do so before the 1st class day of the semester. Dropping the course(s) on or after the 1st class day, will result in the participant having to pay for the course(s) if he/she decides to retake the course(s). This does not apply for Developmental courses.

For non-resident status employees, the College pays the in-district amount only and the employee is responsible for the difference.

Promissory Notes are required to be submitted with each institutional grant application. Effective 09/01/2009, the employee is subject to reimburse the College for their tuition grant benefit if the employee terminates within 2 years of receiving the benefit. This requirement will align the procedures presently required from employees receiving tuition reimbursement benefits. Credit for time worked since the last tuition grant received is provided. This applies to grants for the employee, spouse and/or dependents.

South Texas College Institutional Grant for Employee---Responsibilities

Responsibilities - Employees

1. Read and understand the Institutional Grant Guidelines
2. Complete all sections of the Institutional Grant Application for Employees
3. Obtain supervisor and account manager approval of application and required attachments including the following:
 - Degree Plan
 - Statement of Educational Purpose **(Required ONLY if a degree plan is not available. Course must be directly job related.)**
 - Modified Work Schedule **(Required if employee is enrolled during regular work hours.)**
 - Employee Leave Form **(Required if staff employee is requesting to use vacation hours.)**
4. Read and understand the Institutional Grant Promissory Note; Sign and attach to application
5. Application must be completed in full and submitted to the Office of Human Resources **no later than five days** prior to the College semester's first day of class.

Failure to get the application required signatures, submit a degree plan and/or statement of educational purpose, a modified work schedule (if applicable) and employee leave form (if applicable); and signed promissory note by stated deadline will disqualify the employee from receiving the institutional grant benefit.

Responsibilities – Supervisor and Account Manager

1. Review if employee is enrolled in a course during his/her required work hours.
2. Review and determine if the modified working schedule is acceptable
3. Approve vacation leave request for staff employee **(if employee requests to use vacation hours for time not worked).**
4. Review Degree Plan
5. Approve Statement of Educational Purpose **(Required ONLY if a degree plan is not available. Course must be directly job related.)**

Responsibilities – Office of Human Resources

1. Verify date of hire and determine service tier applicable
2. Enter department account number
3. Check the appropriate box for eligibility
4. Review that required attachments are included:
 - a. Degree Plan or
 - b. Statement of Educational Purpose **(Required if a degree plan is not available. Course must be directly job related)**
 - c. Approved Modified Work Schedule
 - d. Approved Employee Leave Form **(if applicable)**
 - e. Institutional Grant Promissory Note
5. Verify that the course load does not exceed maximum hours for semester based on service tier employee is under. Verify which course is under grant benefits if course enrollment exceeds tier limits.
6. Report any discrepancies to the Admissions Office and Financial Aid Office.

Responsibilities – Admissions Office

1. Determine if employee is a resident status or non-resident status.
2. Review that the enrolled course is not a repeated course under institutional grant or under previous tuition and fee waiver benefits (**developmental courses may be repeated**).
3. If repeated course is not a Development course, note the course name and number and inform the employee that he/she will be responsible for the tuition and fees and ask them to sign in designated area of Admissions Office approval.

Responsibilities – Financial Aid Office

1. Validate that employee is not receiving Financial Aid.
2. Verify with Human Resources that employee is still active before processing appropriate award amount for tuition and fees.
3. Verify application is complete and all approvals have been obtained.
4. Review section E of the application for any previously dropped, failed or withdrawn course and if necessary adjust the tuition and fees award amount. Indicate course/course number of repeated course taken previously.
5. Award appropriate amount for tuition and fees.
6. Keep copy for department records.
7. Forward original application to HR at semester-end to be placed in employee's personnel file.

South Texas College Promissory Note

Employee Participation in Section A of PROFESSIONAL DEVELOPMENT PLAN:
INSTITUTIONAL GRANT for EMPLOYEE

As a condition of receipt of institutional grant benefits for employees,

I, _____ from the department of
(Name of Employee requesting participation)

_____ agree to the following conditions on repayment.
(Department/Division)

1.) I, _____, as maker of this note, agree to pay to the SOUTH TEXAS COLLEGE the sum of institutional grants provided for me within the last two years less credit for time worked since each last grant received.

and

2.) Should I remain continuously employed at South Texas College for 24 consecutive months after receipt of the final tuition grant, this note shall be considered paid in full and any obligations arising from this note shall be voided after said date.

WITNESS SIGNATURE

EMPLOYEE SIGNATURE

PRINTED NAME of WITNESS

_____/_____
EMPLOYEE A# and last 4 digits of SSN

DATE

DATE

Original must be attached to each application of Institutional Grant for Employees prior to submission to the Office of Human Resources.

PROMISSORY NOTE FOR: _____
Semester Year

SOUTH TEXAS COLLEGE

Employee Modified Work Schedule

Employee Name: _____ SSN: _____

Semester Begin Date: _____ Semester End Date: _____

Regular Work Hours: _____

Department Name: _____

Supervisor Name: _____

In accordance with the guidelines established for institutional grant benefits, I am requesting a modified work schedule for the duration listed above to enroll in course(s). I understand that any work -week that I do not work a total of 40 hours will be charged to available vacation hours (staff only) or designated approved leave without pay.

| Day of Week | In | Out | In | Out | Total Per Day |
|-----------------------|----|-----|----|-----|---------------|
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| Saturday | | | | | |
| Sunday | | | | | |
| Total Per Week | | | | | |

Employee Signature

Date

Approved

Not Approved

Supervisor Signature

Date

Office Number

Human Resources Verification

Date

Office Number

To be completed ONLY if degree plan is not available

SOUTH TEXAS COLLEGE

Statement of Educational Purpose for Employee

Employee Name: _____

A#: _____

Supervisor Name: _____

Intent of educational objectives:

Field of Study: _____

Employee Signature

Date

Supervisor Approval

Date

Department Account Manager Approval

Date