

Engineering Staff Tuition Assistance Program

Our dedicated workforce is a major asset, without which TEES and the College of Engineering could not advance our mission or reach our goals. As a world-class institution, we want to develop/cultivate our world-class staff by offering financial support for higher education. We encourage you to utilize this resource provided by ESAC and Engineering HR.

Description

Texas A&M Engineering is dedicated to our workforce; staff tuition assistance is one method of enriching the lives of our employees and developing our current workforce. After enrolling in the college or university of your choosing, receive tuition assistance every semester. This program provides employees with more opportunities to further their growth, advancement, and education to become more productive and knowledgeable members of our Texas A&M Engineering team.

Eligible staff must first be admitted to the college or university through the Office of Admissions. Tuition assistance benefits for which staff are eligible will reflect as a credit against the fees assessed for the applicable term on their fee statement. Once admitted, staff will submit the [Engineering Tuition Assistance Request Form](#) (which includes proof of admission and transcript) and be processed through the eligibility requirements. Staff who receive tuition assistance will be required to adhere to all rules associated with being a student, including, but not limited to, registering for classes, paying fees, and withdrawing from classes by the appropriate deadlines.

When taking advantage of tuition assistance, employees should reference applicable regulations regarding alternate work schedules and release time and discuss options with their supervisor. When creating schedules avoid placing an unreasonable burden on the member's ability to provide services in order to alleviate potential conflicts and work load disruptions.

In addition to the staff tuition assistance benefits, if attending Texas A&M University, staff may apply for a [fee exemption through Student Business Services](#).

Eligibility

Staff members eligible for the tuition assistance program must:

- Be admitted to and enrolled at Texas A&M, Blinn College, or another Texas A&M System university.
- Be employed in a staff title in TEES or the College of Engineering (E Workstation). The tuition assistance program does not apply to positions with faculty titles or student titles including any title where student status is a requirement.
- Be budgeted at least 50% effort with TEES or the College of Engineering. A budgeted staff employee is a non-faculty employee whose position is specifically identified in the budget with a unique identifier called a Position Identification Number (PIN). Budgeted staff positions are 50% or more effort (20 or more hours per week) for 4.5 months or more and are benefits-eligible.
- Have a minimum of 12 months of service in a staff title prior to the first day of class in which they are enrolling.
- Be employed in TEES or the College of Engineering at the time of disbursement of the tuition assistance payment.
- Be in good academic standing and maintain a cumulative GPA of at least 2.0 for undergraduate and professional students and 3.0 for graduate students.
- If planning on utilizing Educational Release Time, we will require supervisor approval.

*Staff adloced to the College of Engineering can receive tuition assistance through Texas A&M University during the fall and spring semester, and will therefore be ineligible for Engineering Tuition Assistance during those terms. College of Engineering employees will have access to funding for tuition assistance if attending Blinn College or a Texas A&M institution. However, all Engineering staff are eligible for summer tuition assistance through this program.

Process

The staff tuition assistance program will be processed as a scholarship. To be awarded this scholarship you must fulfill the above requirements and submit the [Engineering Tuition Assistance Request Form](#). Processes have been put into place to award staff who have registered and meet the criteria. Scholarships will be posted to your student bill by the tuition pay date each semester. Eligible staff members enrolled in a college or university can receive this scholarship during the fall, spring,

and summer semesters upon completing the Engineering Tuition Assistance Request Form. Staff members will be notified via their Texas A&M email account that the scholarship has been awarded.

Funding Priority

Our hope is that any staff member seeking higher education will be able to have funding to support them. However, should we have more requests than can be met, our priority for funding has been laid out below:

Priority 1: Institution	Priority 2: Degree Type	Priority 3: Relevance to current job	Priority 4: Date of Request
1. TAMU	1. Associate's	We will look at the course/degree plan and prioritize based on current job relevance.	All things held equal, we will look at the date the request was submitted.
2. Blinn College	2. Bachelor's		
3. TAMU System Members	3. Master's		
	4. Doctorate		

Funding

Funding if enrolled at Texas A&M University

Texas A&M Engineering will pay up to \$1,000 per 3 credit hour class for a maximum of 6 credit hours for the fall and spring and \$1,000 for the summer semester for staff who are enrolled at Texas A&M University. All summer terms will be counted together for calculating hours enrolled.

Fall and/or Spring Semester	
1-5 credit hours	\$1,000
6+ credit hours	\$2,000

Summer Terms (for all summer semesters)	
1+ credit hours	\$1,000

Funding if enrolled at Blinn College

Texas A&M Engineering will pay up to \$1,000 for all credit hours in the fall, spring, and/or summer semesters for staff who are enrolled at Blinn College. All summer terms will be counted together for calculating hours enrolled.

Funding if enrolled at Texas A&M System

Texas A&M Engineering will pay up to \$1,000 for all credit hours for fall, spring, and/or summer semesters for staff who are enrolled at a Texas A&M System institution of higher education. All summer terms will be counted together for calculating hours enrolled. Unlike funding for enrollment at Texas A&M or Blinn College, funding for other institutions will be reimbursed to employees after the semester is completed. Employees must fill out the Engineering Tuition Assistance Request Form before the semester and submit an unofficial transcript and proof of payment after the semester. *Note: you must receive at least a 2.0 in each course for which you are requesting reimbursement.

Questions Regarding the Process:

Engineering HR – engineeringhr@tamu.edu or 979.458.7699

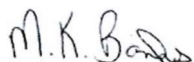
Questions Regarding Admission to Texas A&M:

Admissions Customer Service - Admissions@tamu.edu or 979.845.1060

Questions Regarding Admission to Blinn:

Admissions Customer Service - Admissions@blinn.edu or 979.830.4140

Approval for the Engineering Staff Tuition Assistance Program is granted by,



Vice Chancellor and Dean of Engineering
and Director of TEES



Assistant Vice Chancellor for Business Management
and Chief Financial Officer