



Standard Administrative Procedure (SAP)

31.99.01.L0.02 Tuition & Fee Payments for Employees Pursuing Doctorates

First Approved: February 22, 2022
Revised: February 22, 2022
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Procedure Statement and Reason for Procedure

The Texas A&M University System recognizes the value of graduate education for the personal and professional development of its employees and has thus committed under certain conditions to paying the tuition and fees for employees pursuing a doctorate. The purpose of this SAP is to state the criteria that must be met by employees to qualify for this benefit and to specify the procedure that must be followed to be approved to receive the benefit.

Procedures and Responsibilities

1. CRITERIA REQUIRED FOR EMPLOYEES TO QUALIFY

- 1.1 The employee must hold a full-time, budgeted position within Texas A&M International University (TAMIU). Faculty applicants must have been employed full-time in their position 2 long semesters prior to starting the doctoral program. Staff employees must have been in their positions for 12 months prior to starting the program. Employees participating in the program must have and maintain satisfactory annual job evaluations as well as remain in good standing in their program and be making satisfactory progress toward degree completion. Summer funding for faculty is contingent on their having a full-time faculty appointment for the following Fall.
- 1.2 The employee must have been fully admitted to a degree program leading to a doctoral degree from an institution in the Texas A&M University System (TAMUS), hereafter referred to as the providing university.
- 1.3 The doctoral degree program must be related to the deeper and broader development of knowledge and skills relevant to the position currently held by the employee and/or

to potentially new duties or assignments that further the institutional mission of the division of the university in which the employee currently works.

- 1.4 The employee must remain in good standing in the program to continue to receive tuition and fee assistance from TAMUS.
- 1.5 Employees may not attend class or work on assignments during regularly scheduled work hours unless they have been approved under the terms of TAMIU SAP 31.99.01.L0.01, *Employees Registering as Students*.
- 1.6 Funding eligibility is limited to 6 years.

2. APPLICATION AND APPROVAL PROCESS

- 2.1 To apply for tuition and fee assistance from TAMUS, employees must complete the *Employee Doctoral-Level Job Related Education Certification* form available on the Human Resources website each semester for which assistance is sought. The employee must attach to the form a detailed description of their doctoral program with an explanation of how it is relevant to their current position and/or to potentially new duties or assignments that further the institutional mission of the division in which they are employed. The form is to be routed for verification and approval to the employee's immediate supervisor, dean (if applicable), and vice president as well as the Office of Human Resources. The president has the final approval.
- 2.2 To continue receiving this tuition and fee benefit from one semester to another, employees must present evidence of successful completion of the previous semester in the form of an official grade report or transcript and evidence of continuing good standing in the doctoral program with a new *Employee Doctoral-Level Job Related Education Certification* form each semester.

3. PAYMENT PROCESS

- 3.1 Upon complete approval of the *Employee Doctoral-Level Job Related Education Certification* form and registration for applicable coursework, the employee is responsible for delivering to the Comptroller's Office in Killam Library 162 **ALL** of the following:
 - a) a copy of the *Employee Doctoral-Level Job Related Education Certification* form;
 - b) a copy of the tuition and fee bill;
 - c) a copy of the degree plan; and
 - d) a copy of the course schedule from the providing university.
- 3.2 All documents in 3.1 must be submitted as soon as possible following receipt of a fee bill and no later than 2 weeks prior to the payment deadline. Late and/or reinstatement fees resulting from failure to meet this timeline will be the responsibility of the employee.
- 3.3 TAMIU will contact the providing university to place a third-party payment on the employee's student account to prevent the employee from being "dropped" for non-payment. The third-party payment will cover only tuition and mandatory fees for courses required for completion of the degree and expressly excludes additional courses outside

the degree plan and/or auxiliary activities such as parking fees, sports passes, etc. Mandatory fees like Rec, Health Center, and Athletics will be covered. **TAMIU will not reimburse employees for out-of-pocket payments of any kind.**

- 3.4 The providing university will invoice the Texas A&M University System for reimbursement of eligible payments made on the employee's behalf.

Related Statutes, Policies, Regulations, or Rules

[System Regulation 31.99.01, *Employees Registering as Students*](#)
[TAMIU SAP 31.99.01.L0.01, *Employees Registering as Students*](#)

Contact Office

For payments: Comptroller's Office, 956-326-2942
For program criteria: Office of the Provost, 956-326-2242