



# Standard Administrative Procedure (SAP)

## 31.99.01.L0.03 Tuition & Fee Payments for Employees Pursuing Master's Degrees

First Approved: August 12, 2022

Next Scheduled Review: August 12, 2023

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### Procedure Statement and Reason for Procedure

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Texas A&M International University (TAMIU) recognizes the value of graduate education for the personal and professional development of its employees and has thus committed under certain conditions to waiving the tuition and fees for employees pursuing their first master's degree. The purpose of this SAP is to state the criteria that must be met by employees to qualify for the Employee Educational Assistance Program and to specify the procedure that must be followed to be approved to receive the benefit.

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### Procedures and Responsibilities

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#### 1. CRITERIA REQUIRED FOR EMPLOYEES TO QUALIFY

- 1.1 The employee must hold a full-time, budgeted position at TAMIU for 12 months prior to starting the program. Employees participating in the program must have and maintain satisfactory annual job evaluations, must not be under any disciplinary restrictions including a performance plan, and must remain in good standing in their program and be making satisfactory progress toward degree completion.
- 1.2 The employee must have been fully admitted to a master's degree program at TAMIU.
- 1.3 The employee must remain in good standing in the program to continue to receive tuition and fee assistance from TAMIU.
- 1.4 Employees may not attend class or work on assignments during regularly scheduled work hours unless they have been approved under the terms of *SAP 31.99.01.L0.01, Employees Registering as Students*.
- 1.5 Funding eligibility is limited to a maximum of 6 hours each long semester and across all summer terms for up to 3 years from the first official class day of the term or part of term for which the employee enrolls in the graduate program.

#### 2. APPLICATION AND APPROVAL PROCESS

- 2.1 To apply for tuition and fee assistance from TAMIU, employees must complete the *Employee*

*Application for Waiver of Tuition and Fees (EAPWTF)* form available on the Human Resources website prior to the beginning of each semester for which assistance is sought. 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 master's program with a new *EAPWTF* form each semester.
- 2.3 It is the employee's responsibility to ensure the form is fully routed so that the tuition and fee waiver can be applied to the employee's student account in Banner before the payment deadline. Any balance for tuition and fees, excluding TAMIU Books IncludedED, means the waiver has yet to be applied.

### **3. EMPLOYEE ASSISTANCE TO BE PROVIDED BY TAMIU**

- 3.1 TAMIU will waive the tuition and customary graduate student fees for eligible employees admitted to a master's program at TAMIU and enrolling in graduate courses that are part of the degree requirements for that program. Self-enrichment graduate courses not part of a degree program for which the employee has been admitted are not eligible for tuition and fee assistance under this program. Finally, employees are responsible for the costs of textbooks, including TAMIU Books IncludedED, and supplies.
- 3.2 TAMIU will waive tuition and fees for up to 18 graduate hours an academic year for up to 3 years from the first official class day of the term or part of term for which the employee enrolls in the graduate program, by which time the employee is expected to have completed the degree. Participants taking longer to complete the degree will not be eligible for additional tuition and fee benefits after the expiration of the 3-year limitation but are encouraged, nevertheless, to complete the degree.
- 3.3 Participants in the program must remain in Academic Good Standing throughout the program to remain eligible to receive future program benefits. Participants who fall below the requirements of Academic Good Standing may continue their studies, if they are able to, but will no longer be eligible for tuition and fee waivers from this program. Once they return to Academic Good Standing, they may apply again for readmission to the program, but they will remain under the 3-year limit from the date that they first received tuition and fee benefits from the program.
- 3.4 This program is subject to modification or elimination at any time, but employees already participating in the program will be grandfathered until the tuition and fee benefits expire as noted in 3.2 above.
- 3.5 Under Internal Revenue Code (IRC) Section 127, the benefits provided through this program may result in additional taxable income to the employee. Tuition and fee waivers that exceed \$5,250 in a calendar year must be added to the employee's taxable income and applicable employment taxes withheld.

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## **Related Statutes, Policies, Regulations, or Rules**

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

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## **Contact Office**

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For payments: Comptroller's Office, 956-326-2942

For program criteria: Office of the Provost, 956-326-2242