

## 31.99.01.R0.02 Employee Scholarship Program

Revised October 25, 2021  
Next Scheduled Review: October 25, 2026



---

### Procedure Statement

---

Texas A&M University-Commerce values its employees and encourages lifelong learning to aid in the performance of job responsibilities and to meet professional goals. In addition, the University strives to provide competitive compensation and benefits to its employees.

This procedure provides guidelines for the operation of the employee scholarship program.

---

### Procedures and Responsibilities

---

#### 1 ELIGIBILITY

- 1.1 The Employee Scholarship Program is available to all budgeted full-time employees. For scholarship purposes, budgeted employee means that the employee is listed by name in the approved operating budget. New employees applying for the scholarship must be employed by A&M-Commerce for six months prior to the start of classes.
- 1.2 The Texas A&M University System employees of the Texas A&M AgriLife Extension Service and Texas A&M AgriLife Research agencies with assigned headquarters in certain approved counties are eligible to participate in the A&M-Commerce Employee Scholarship Program. The approved counties are: Collin, Dallas, Delta, Fannin, Hopkins, Hunt, Lamar, Kaufman, Rains, Rockwall, and Van Zandt. New employees of these two agencies must be employed by the agencies for six months prior to the start of classes for eligibility.
- 1.3 Affiliate Faculty for the purpose of this procedure will be treated as employees, this however does not create an employer/employee relationship.

#### 2 CREDIT HOURS AND TUITION

- 2.1 The University will provide an institutional scholarship to employees for up to six (6) credit hours each semester for 100% of the cost of tuition. In accordance with System Regulation *31.99.01 Employees Registering as Students*, up to four credit hours per semester may be taken during normal working hours. The following will apply:
  - 2.1.1 All fees will be paid by the employee.

2.1.2 The scholarship may be used for either undergraduate or graduate courses.

2.1.3 The scholarship is tax-free to employees.

2.1.4 The scholarship funds shall not be used for the following courses: audit, extension, correspondence, or courses within programs for which the University must pay a commission to a third party.

2.1.5 The scholarship amount for courses taken as part of the competency-based programs will be limited to \$300 per seven (7) week course module.

2.1.6 Financial aid is available for those who qualify.

### 3 REQUIREMENTS TO ENROLL IN COURSES DURING WORK HOURS

3.1 System Regulation 31.99.01 allows employees to take classes during work hours, provided that class attendance does not interfere with the employing department's accomplishment of work. The following apply to A&M-Commerce:

3.1.1 An employee may attend classes during the normal workday provided prior approval is obtained from the Department Head.

3.1.2 Employees taking courses must work the full number of hours for which they are paid or they will be required to report leave time. Leave time includes vacation time, comp time, or leave without pay.

### 4 APPLICATION AND PAYMENT

4.1 The [Employee Scholarship Application](#) is available online. Completed applications must be submitted to the Payroll Office for eligibility certification prior to the 12th class day.

4.2 A completed and approved application is presented to Financial Services in lieu of tuition payment. Employees will be issued a promissory note for a loan that covers the costs of tuition. The promissory note must be signed by the employee and returned to Financial Services for the scholarship to be in effect. If the employee completes the course with a grade of "C" or better, the promissory note will be paid with an Employee Scholarship. If the course is dropped or the employee receives a grade below "C," the employee will be billed for repayment of the loan.

---

## **Related Statutes, Policies, or Requirements**

---

System Regulation [\*31.99.01 Employees Registering as Students\*](#)

University Procedure *12.99.99.R0.15 Affiliate Faculty*

---

## **Revision History**

---

Approved November 12, 2003

Reviewed March 20, 2013

Revised May 28, 2015

---

## **Contact Office**

---

Student Accounts

903.886.5044