

# Employee/Dependent Tuition Benefit Guidelines

One of the great benefits of working at North Central Texas College is that full-time employees and their legal dependents (claimed on income taxes) may take credit courses offered by NCTC. Employees must be full-time by the Official Date of Record (ODR) for the requested semester.

## *Guidelines for Employees to receive tuition benefits:*

- 1) If eligible, NCTC may cover tuition for employees for a total of three (3) classes for the entire semester. The Institution will exempt tuition, general use fees, and out-of-district fees for up to three (3) courses for the employee each semester; all other fees/charges are the responsibility of the employee. The employee will be responsible for all fees/charges related to a repeated class for which a passing grade (D or better) was previously earned.
- 2) During long-term semesters (fall or spring) a full-time employee may take one (1) classroom-based or hybrid course that meets on the campus where the employee is based during the workweek (8:00-5:00 M-F) under the following conditions:
  - A seat is available in the course
  - Must have supervisor's prior approval of course
  - Must have supervisor's prior approval of how the time will be made up
  - Course must be applicable to a filed degree plan or classes that pertain to current job duties
  - Supervisor must approve all drops/withdrawals/incompletes
  - All other academic policies apply
- 3) Online course:
  - A seat is available in the course
  - Must have supervisor's prior approval of course
  - Course must be applicable to a filed degree plan or classes that pertain to current job duties
  - Supervisor must approve all drops/withdrawals/incompletes
  - All other academic policies apply
  - Employee must not work on course readings or assignments during work hours

## *Guidelines for Dependents of Employee (claimed on income tax return) to receive tuition benefits:*

- The Institution will exempt tuition, general use fees, and out-of-district fees; all other fees/charges are the responsibility of the employee or student.
- For each course in which a dependent does not make a grade of "C" or better, the employee must reimburse the college for the amount of tuition and associated fees. The bill must be paid before subsequent enrollment can be authorized.
- Course must be applicable to a filed degree plan. The student will be responsible for all fees/charges for classes that are not part of the student's degree plan.

***General guidelines for employees who are enrolled in higher education courses:***

- In most cases, employees are eligible to work at NCTC full-time while enrolled in college as a full-time student. This is regardless of the employee being a student at NCTC or another college or university, or whether the employee is receiving tuition assistance from NCTC.
- However, there are some programs that are not conducive to one being a full-time employee and a full-time student. For example, a full-time NCTC employee may not also be enrolled in the RN or LVN programs at the same time. Only the Provost may make an exception in these unique situations.
- Before enrolling as a full-time student at NCTC or another college or university, an employee must discuss with his or her supervisor to determine if any conflicts exist.

# North Central Texas College

## Faculty/Staff Scholarship Authorization Form

**INSTRUCTIONS:**

1. List up to 3 courses below for which benefits are requested for the entire semester for Fall or Spring (see guidelines on first page).
2. Upon registering for courses, submit completed authorization form to the Office of Financial Aid

Employee Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Department: \_\_\_\_\_ Campus: \_\_\_\_\_

Course Abbreviation	Course #	Sec No.	Course Description	Day(s)	Time Begin	Time End
<i>MATH</i>	<i>1314</i>	<i>100</i>	<i>College Algebra</i>	<i>MW</i>	<i>9:30am</i>	<i>10:50am</i>

Total Number of Hours for Benefits

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Requested By: \_\_\_\_\_  
Employee Signature Date

Supervisor Approval: \_\_\_\_\_  
Date

Dean/VC Approval: \_\_\_\_\_  
Date

*Office Use Only*

\_\_\_\_\_ Fund ID      \_\_\_\_\_ Term      \_\_\_\_\_ Amount      \_\_\_\_\_ Date Entered      \_\_\_\_\_ Initials

FT verified with HR

# North Central Texas College

## Dependent Scholarship Authorization Form

**INSTRUCTIONS:**

3. List courses below for which benefits are requested (see guidelines on first page).
4. Upon registering for courses, submit completed authorization form to the Office of Financial Aid
5. Attach a copy of your current year tax return with student listed as your dependent.

**NOTE:** Student must pass with a "C" or better **and** complete the course; otherwise you must reimburse NCTC when the semester ends.

Dependent's Name (please print): \_\_\_\_\_

Dependent's ID#: \_\_\_\_\_

Course Abbreviation	Course #	Sec No.	Course Description	Day(s)	Time Begin	Time End
MATH	1314	100	College Algebra	MW	9:30am	10:50am

Total Number of Hours for Benefits

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Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_  
Date

Dean/VC Approval: \_\_\_\_\_  
Date

*Office Use Only*

\_\_\_\_\_  
Fund ID                      Term                      Amount                      Date Entered                      Initials

FT verified with HR