NORTH CENTRAL TEXAS COLLEGE

FULL FACULTY/STAFF NCTC TUITION SCHOLARSHIP

Business Policy: Employee/Dependent Scholarship

Employee Scholarship

Eligibility

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 for the requested semester.

Guidelines for Employees to receive tuition benefits:

- The institution will exempt tuition, general use fees, and out-of-district fees for up to three courses for the employee each semester.
- All other fees/charges are the sole responsibility of the employee.
- The institution will not provide education benefits for any repeated class for which a passing grade (D or better) was not previously earned.
- With supervisor pre-approval, employees may attend one course during the normal workweek.
- Homework/assignments/research may NOT be conducted during work hours.
- All other academic policies apply
- Employee must be able to maintain current workload and effectiveness

Additional Educational Benefit Guidelines for Full-Time Employees:

- Teaching by NCTC Non-Faculty
    - Supervisor Pre-Approval is required
    - Non-Faculty may teach one (1) course during each long semester, with advanced approval
    - Should the course be taught during the workweek, the supervisor must also approve how time will be made up

- Employee Discounts in the Bookstore
    - Full-Time NCTC Employees receive a 10% discount on bookstore merchandise
    - The discount is non-transferrable
    - Employee ID must be presented at the time of purchase

- 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 full-time student. This is regardless of the enrolled institution.
    - However, there are some programs that are not conducive to being a FT employee and a FT student, such as ADN or LVN programs. Only the Provost may make an exception in these unique situations.
    - Before enrolling as a FT student at any institution of higher learning, an employee must discuss it with their supervisor to determine if any conflicts exist.

NORTH CENTRAL TEXAS COLLEGE

FACULTY/STAFF SCHOLARSHIP AUTHORIZATION FORM

For NCTC Full-Time Employees

Employee Name: _____

Department Employed: _____ **Campus for Classes:** _____

Student ID#: _____

Please initial that each requirement has been addressed:

	Guidelines
	I am a full-time Employee, as of the Official Date of Record
	I have discussed taking courses with my supervisor
	I am requesting scholarship funds for no more than three courses this semester
	I have received approval from my direct supervisor for no more than one course during the work-day

INSTRUCTIONS:

1. **List only courses for which you are requesting the tuition scholarship benefit**
2. **Obtain all signatures at the bottom of the form BEFORE submitting it to the Office of Financial Aid**
3. **Submit the completed authorization form to the Office of Financial Aid at afleeks@nctc.edu**

Course Abbreviation	Course #	Section #	Course Description	Hours
			Total # of Hours for Tuition Benefit	

Signature of Employee Requesting: _____

Supervisor Approval: _____

Dean/Director Approval: _____ Date: _____

Financial Aid Office Use Only:

Fund ID	Term	Amount	Date Entered	Initials