



## **FT 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.
- Courses must be applicable to a filed degree plan and job duties. Courses should either serve to obtain a relevant Associate's Degree or benefit an employee's position at NCTC.
- 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.



**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
Courses are applicable to my filed Degree Plan and job duties
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 [atatum@nctc.edu](mailto:atatum@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: \_\_\_\_\_

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Financial Aid Office Use Only:

Fund ID	Term	Amount	Date Entered	Initials