



# EMPLOYEE EDUCATIONAL SUPPORT





# ACADEMIC RELEASE AND TUITION SUPPORT

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## A.R.T.S



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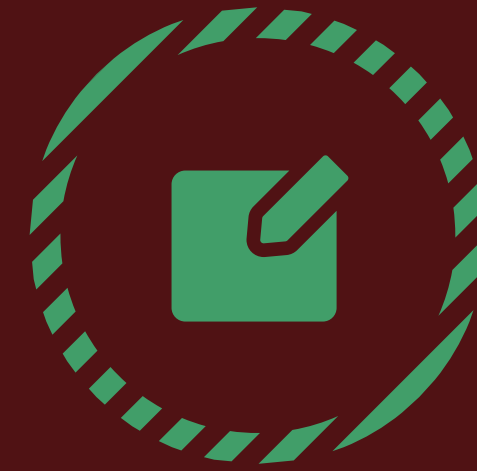
## BENEFITS

- Paid Class Release Time
  - 3 hours a week
  - Synchronous courses only
- Designated Tuition Waived
- Fees Waived



## ELIGIBILITY

- Full-time benefits eligible employees
- Remain in good academic standing
- Enrolled in classes before term census date



## APPLICATION

- Waiver automatically applied
- ARTS Form only needed for 1 of 3 things:
  - Paid class release time
  - Departmental reimbursement
  - Opting out of the waiver

# ACADEMIC RELEASE AND TUITION SUPPORT



- No employment minimum required.
- For undergraduate, graduate, doctoral, and non -degree seeking employees.
- No limit on semesters this benefit can be applied to.

- Classes must be synchronous to be eligible for paid class release time.
- Travel time to and from classes are not covered in the paid class release time.
- Courses taken at other universities are not eligible for waiver.
- Departmental reimbursement can be applied to other universities.
- Paid release time may be granted for other universities.



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# STAFF EDUCATIONAL DEVELOPMENT LEAVE

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## S.E.D.L.



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## BENEFITS

- Paid Class Release Time
  - 10 to 20 hours of paid class release time
- Full tuition waived
- Full fees waived



## ELIGIBILITY

- Full-time benefits eligible staff
- Employed for 1 year prior to courses beginning
- Maintain good academic standing
- Supervisor approval



## APPLICATION

- Step 1: Discuss interest with supervisor and completes application.
- Step 2: Supervisor approves application.
- Step 3: HR confirms eligibility. List of applicants sent to President's Cabinet for review.
- Step 4: President's Cabinet selects participants.



# STAFF EDUCATIONAL DEVELOPMENT LEAVE



- 7 applicants chosen by President's Cabinet each long semester.
- Eligible for 2 long semesters in a row.
- Eligible for a maximum of 4 semesters during employment at TXST.
- Staff member must maintain full -time benefits eligible position for a minimum of 1 year after receiving the benefit.

- Can be applied for courses taken at other accredited institutions.
- Staff member will be reimbursed for other institution courses up to the amount of TXST equivalent.
- Undergraduate enrollment: Minimum of 9 credit hours up to 12 credit hours.
- Graduate enrollment: Minimum of 6 credit hours up to 9 credit hours.
- Paid class release time is dependent on the number of credit hours.





# DEPENDENT CHILD TUITION PROGRAM

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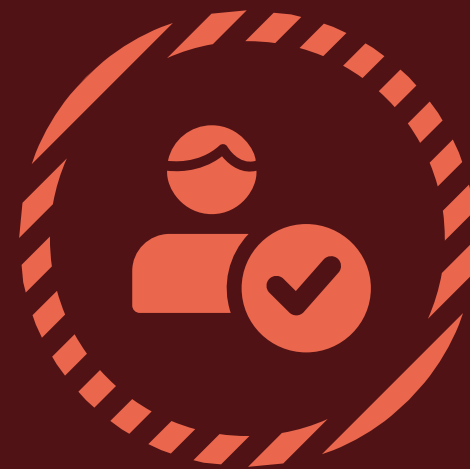






## BENEFITS

- Fall 2024: Benefit increases to 50% of undergraduate designated tuition waived.



## ELIGIBILITY

- Employee must be a benefits eligible employee (50% - 100% FTE).
- Dependent must be a qualified dependent as defined by IRS.
- Admitted as an undergraduate of TXST University.
- FAFSA on file.



## APPLICATION

- Step 1: Dependent admitted as undergraduate student to TXST.
- Step 2: Student submits FAFSA and enrolls in classes.
- Step 3: Employee submits form and supporting documentation for HR approval.
- Step 4: SBS applies benefit to student account.
- Payroll reviews the benefit to determine taxability.

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# CHILD DEPENDENT TUITION PROGRAM



- No waiting period to receive the benefit.
- No limit or cap on the number of children eligible for the benefit.
- No minimum or maximum credit hour requirement to receive the benefit.

- No degree -seeking classification requirement.
- Undergraduate courses/degree only (non -matriculating)
- Fee waiver - not eligible.
- May be taxable depending on dependent eligibility.
- Not contingent upon satisfactory academic progress.



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# GED REIMBURSEMENT AND RELEASE TIME

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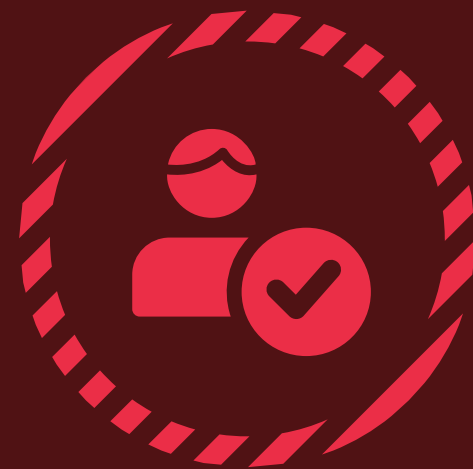
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## BENEFITS

- Reimbursement for each assessment fee
- One-time \$500 payment
- Paid class release time



## ELIGIBILITY

- Full-time benefits eligible employees
- Supervisor approval
- Pass all 4 GED courses
- Provide documentation of passing



## APPLICATION

- Application is used to:
  - document supervisor approval
  - verify all 4 assessments were passed
  - full-time position to receive the one-time \$500 payment

## GED REIMBURSEMENT AND RELEASE TIME



- Assessments are offered through the San Marcos Public Library
- Registration and assessment sessions split into two days.
- Employee must attend both sessions.

- Personal time must be used for studying.
- Employee must be employed in a full -time benefits eligible capacity to receive one-time payment.
- \$500 one -time payment is taxable income.



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# CONTACTS:

Reason to Contact:	Department:	Email:	Phone Number:
Program Details	Talent Development and Communications	hr_tdc@txstate.edu	5.2557 Option: 8
Dependent Eligibility	Benefits	hrbenefits@txstate.edu	245 .2557 Option: 3
Waiver/Fees/Financial Aid	Student Business Services	tuiassist@txstate.edu	One Stop Webform
Tax Questions	Payroll & Tax Compliance	payroll@txstate.edu	5.2557 Option: 1