



## EMPLOYEE EDUCATION SCHOLARSHIP

The University of Texas of the Permian Basin encourages staff to pursue professional development, further their education, and improve their job skills by enrolling in courses at the University.

The Employee Education Scholarship is being offered effective beginning Spring 2001 semester. The scholarship will cover up to 3 credit hours of on campus undergraduate or graduate course work at The University of Texas of the Permian Basin. The scholarship will cover the cost of tuition and mandatory fees.

The Employee Education Scholarship is open to regular, full-time (40-hours per week) university employees who have worked at UT Permian Basin for at least 12 months. A regular, full-time staff member is defined as an employee who is eligible for benefits and who is enrolled in either the Teacher Retirement System of Texas or the Optional Retirement Program.

The Employee Education Scholarship covers tuition and fees for a three-hour course for on campus undergraduate and graduate students meeting university admission requirements and application deadlines. The distance education fee for UT Telecampus courses will not be covered. There may be tax consequences for graduate tuition and fee scholarships. Contact your financial planner or tax consultant for more information.

Employees who withdraw or who do not complete a scholarship course with a "C" grade or better, will not be eligible for another scholarship until one course has been completed in a subsequent semester without a scholarship.

The department official who has the authority to approve absence from work must approve class attendance when regular work hours are involved. An acceptable plan for compensatory work at other times during the week must be submitted and approved by the department official prior to enrollment. The official who has the authority is the head of the unit unless otherwise designated by the appropriate Vice President.

Enrollment in courses during off duty hours is at the option of the employee. Course loads should not interfere with job responsibilities and performance or exceed 6 credit hours per semester.

Employees may not work on homework for courses during regular work hours unless the supervisor grants prior approval. If approved, the time used must be charged to vacation leave or compensatory time or made up.

# EMPLOYEE EDUCATION SCHOLARSHIP

Applicant Name:

Date:

UTPB EID:

Student ID:

Department:

Extension:

Job Title:

Semester Enrolled:

Fall

Spring

Summer

Undergraduate

Graduate

**Total credit hours this semester:** \_\_\_\_\_

Are you currently receiving financial aid assistance? Yes\_\_\_ No\_\_\_

Employment Eligibility:

Full-time (40-hours per week), 12-months UTPB employment

\_\_\_\_\_  
HR Office Approval

\_\_\_\_\_  
Date

*Supervisor approval is necessary if the class is to be taken during the regular workday. An acceptable plan for compensatory work at other times during the week must be submitted and approved by the supervisor prior to enrollment.*

Mon

Tues

Wed

Thurs

Fri

Class Schedule \_\_\_\_\_

Arrangement for compensatory work (i.e., before 8 am, after 5 pm, etc): \_\_\_\_\_

Supervisor Approval:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Head/Date

*Full-time employees may enroll in only one course during regular working hours; full-time employees may enroll in only two courses per semester.*