

Employee Dependent Scholarship Policy

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I. Title

Employee Dependent Scholarship Policy

II. Policy

A. Purpose

The purpose of this policy is to provide scholarships to the Dependents of eligible employees of The University of Texas at Arlington (UTA or University), promote the University's institutional mission, and to enhance employee benefits, recruitment, and retention.

B. Policy Statement

The UTA Employee Dependent Scholarship (UTA EDS) provides eligible employee Dependents with tuition assistance to support their pursuit of an undergraduate degree.

C. Compliance

Compliance with the UTA EDS is the responsibility of the participating employee and their Dependent(s).

D. Eligibility

1. An employee's Dependent becomes eligible for the UTA EDS once the employee has completed one year of continuous regular full-time

employment (40 work hours per week/1.0 FTE) with the University prior to:

- a. August 1 for the Fall semester;
- b. January 1 for the Spring semester; and
- c. May 1 for the Summer semester.

The employee must have a regular (non-temporary) appointment as of the first day of class of the academic term for which their Dependent UTA EDS receives the scholarship.

2. Retirees, student employees, and their Dependents are not eligible for the UTA EDS.
3. Employees will be required to certify the eligibility of each Dependent requesting this benefit.
4. The employee's Dependent must apply and be admitted to the University, and enrolled prior to award of the UTA EDS. If the employee's Dependent is already admitted to the University, they must be a student in good academic standing, and enrolled as a student at UTA.
5. The employee's Dependent must be registered in a degree seeking classification.

E. Benefit

1. The UTA EDS is a flat dollar scholarship of \$500 per semester. The UTA EDS is applied directly to the recipient's UTA student account on behalf of the University after any other scholarships or financial aid awards (not including loans) are applied.
2. UTA EDS recipients must pay any remaining balance due after the benefit has been applied.
3. The UTA EDS complies with the tax provisions of [26 U.S.C. § 117\(d\)](#) and [26 U.S.C. § 127](#).
4. There is no limit or cap on the number of Dependents who may qualify for the Dependent tuition benefit.
5. The scholarship must be used for attendance at UTA.

F. Approval

Approved UTA EDS tuition assistance will be applied to the Dependent's tuition and course related fees for the semester by the Financial Aid Office. The funding of the program is at no cost to the employing department.

G. Continued Employee Dependent Scholarship Eligibility

1. In order to continue to be eligible for the UTA EDS, the employee's Dependent must meet the following requirements:
 - a. Maintain a GPA of 2.0 as an undergraduate student.
 - i. If an employee's Dependent fails to meet the criteria above, they will be eligible again once their GPA returns to a 2.0 as an undergraduate student.
 - b. The employee must remain in a continuous regular full-time employment status throughout the semester.
2. UTA EDS employees and their Dependent recipients are required to meet all the eligibility criteria throughout the semester. If eligibility requirements are not met, the employee's Dependent will not be eligible to participate the following semester.

H. Limitations

1. The UTA EDS tuition assistance will not apply to room and board charges, textbooks and supplies, transportation, personal or miscellaneous costs, parking costs, late fees or financing fees, travel expenses, or incidental items (including those required by the instructor, such as calculators or specific software).
2. The UTA EDS cannot be used for any other cost of instruction, Executive MBA or other executive degree programs, or Accelerated Online Programs. UTA EDS is not applicable for auditing classes.
3. The UTA EDS will be awarded after any other tuition waiver, grant, or scholarship which an employee Dependent receives. In the event an employee Dependent receives a partial tuition waiver, grant, or scholarship that covers full tuition and fees, the UTA EDS may not be used for a cash refund or towards other costs.
4. The UTA EDS may not be exchanged for its cash value.
5. UTA EDS scholarships are awarded to applicants who meet published deadlines on a first come first serve basis until funds are exhausted.

6. UTA EDS benefits cannot be applied retroactively.

I. Program Termination

Except as may be limited by Texas law or UT System policy, the University reserves the right, by action of its President (or the President's authorized designee), to amend or terminate the UTA EDS at any time.

III. Definitions

Dependent: The legal spouse of an employee; child under 26 years of age including the natural child of an employee; a legal adopted child; a stepchild, foster child, or other child who has a legally recognized parent-child relationship with the employee; or any child, regardless of age, who lives with or whose care is provided by an employee on a regular basis if the child is physically or mentally disabled to such an extent as to be dependent on the employee for care and support.

IV. Relevant Federal and State Statutes

[26 U.S.C. § 117\(d\) Qualified Tuition Reduction](#)

[26 U.S.C. § 127 Educational Assistance Programs](#)

[Tex. Gov. Code § 656.041 State Employees Training Act](#)

V. Relevant UT System Policies, Procedures and Forms

UTA Procedure [HR-B-PR-06 Employee Dependent Scholarship Procedure](#)

UT System Board of Regents' *Rules and Regulations* [Rule 30112 Training and Education](#)

VI. Who Should Know

All UTA faculty and staff eligible for the program and all supervisors.

VII. UTA Office(s) Responsible for Policy

Responsible Officer: Vice President for Talent, Culture & Engagement

Sponsoring Department: Talent, Culture & Engagement

VIII. Dates Approved or Amended

December 2, 2024

IX. Contact Information

All questions regarding this policy should be directed to: askhr@uta.edu

Send notifications of errors or changes to: policysite@uta.edu