

## Employee Tuition Affordability Program Procedure

---

### I. Objective

The objective of this procedure is to provide an overview of the responsibilities and procedural steps required to provide tuition assistance to employees of The University of Texas at Arlington (UTA or University). This procedure supports UTA policy [HR-B-PO-01, Employee Tuition Affordability Program \(UTA-ETAP\)](#).

### II. Scope

This procedure applies to employees of UTA, who are eligible and apply for the UTA-ETAP.

### III. Procedure

#### A. Responsibilities

##### 1. Employees

- a. Retrieves and completes UTA Form HR-B-F-01 *Employee Tuition Reimbursement Program Request*.
- b. Must meet eligibility requirements and comply with UTA Policy [HR-B-PO-01](#) and this procedure.
- c. Make every effort to register for courses outside of working hours.
- d. Provides proof of class completion and final grade(s).

##### 2. Supervisor and Dean/Vice Presidents or Equivalent or Associate Dean/Vice President or Delegated Associate Dean/Vice President Verify and approve/reject employee's form.

- a. Approve work schedules when class(es) is/are taken during working hours.
- b. Ensure employee's work responsibilities are completed.

### **3. Financial Aid Office**

Reviews the submitted forms to determine the amount of tuition assistance to be paid.

## **B. Tuition Affordability Program Process**

### **1. Process**

- a. Employee must:
  - i. Apply and be admitted as a student to the University; and;
  - ii. Complete the form and submit it to their supervisor for approval no earlier than eight weeks prior to the start of the semester. Completed forms must be submitted to the Financial Aid Office no later than 1) Fall semester - the first day of class; 2) Spring semester - the first day of class; 3) Summer semester - the first day of Summer 1 classes.
- b. Supervisors will verify the following:
  - i. Employee has completed six months of continuous employment with the University. Probationary employees who previously worked at least six months for another Texas state agency prior to hire at UTA, and employees who previously worked at least six months as a student employee at UTA and then directly transferred into a staff or faculty position satisfy this requirement;
  - ii. Employee has a regular (non-temporary) appointment, must be appointed in a full-time or part-time position, and NOT employed in a position requiring student status as a condition of employment as of the first day of class of the academic term for which the tuition assistance is received;
  - iii. Employee is in active non-probationary status, received at least a satisfactory rating on the most recent performance evaluation, and is not subject to a final written warning, or on administrative leave; and

- iv. Upon verification of the above, supervisor will approve or deny the Form and submit it to the applicable supervisor and dean/vice presidents or equivalent, or associate dean/vice president, or delegated associate dean/vice president for review. If the supervisor is the vice president or dean, then the supervisor will return the approved/denied Form to the employee.
- c. The supervisor and dean/vice presidents or equivalent, or associate dean/vice president, or delegated associate dean/vice president will:
  - i. Review the form to verify:
    - 1) Qualifications in [Section IV.B.1.b.](#) are met; and
    - 2) Return the approved/denied signed form to the employee.
- d. The supervisor and dean/vice president's or equivalent, or associate dean/vice president, or delegated associate dean/vice president's decision is final and there is no appeal process.
- e. If approved, the employee will submit the form to the Financial Aid Office.
- f. If the form is approved, the Financial Aid Office will review the application and determine the amount of the tuition assistance to be paid upfront by the University and will credit the amount to the employee's student MyMav account, under the following provisions:
  - i. The amount complies with [Section IV.B.1.i.](#) below;
  - ii. Tuition assistance is only for UTA course(s) or class(es); and
  - iii. The amount is reduced by any other applicable funds received by employee as a student, including but not limited to waivers, scholarships, or other financial aid awards, if applicable.
- g. The Payroll Department will review the tuition assistance amounts annually to determine and report any taxable income to the employee as a result of graduate tuition assistance received over the amount of \$5,250.

**C. Authorization and Issuance of Payment**

Upon completion of the required provisions, the Financial Aid Office, will authorize issuance of the tuition assistance. The program is paid for by UTA central administration funding at no cost to the employing department.

**IV. Definitions**

N/A

**V. Relevant Federal and State Statutes**

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

**VI. Relevant UT System Policies, Procedures and Forms**

UTA Policy [HR-B-PO-01 Employee Tuition Affordability Program](#)

[Office of Talent, Culture, and Engagement Forms and Documents:](#)

[HR-B-F-01 Employee Tuition Reimbursement Program Request](#)

**VII. Who Should Know**

All UTA employees who apply for the Employee Tuition Affordability Program.

**VIII. UTA Office(s) Responsible for Procedure**

**Responsible Officer:** Vice President for Talent, Culture & Engagement

**Sponsoring Department:** Office for Talent, Culture & Engagement

**IX. Dates Approved or Amended**

June 6, 2017	May 8, 2025
--------------	-------------

August 1, 2020	September 12, 2025
----------------	--------------------

March 8, 2023	December 3, 2025
---------------	------------------

April 8, 2024	
---------------	--

**X. Contact Information**

All questions regarding this policy should be directed to: [askhr@uta.edu](mailto:askhr@uta.edu)

Send notifications of errors or changes to: [policysite@uta.edu](mailto:policysite@uta.edu)