

EMPLOYEE TUITION BENEFIT

1. Temple College employees on a .80 FTE or greater, regular status, and members of that employee's family [employee's spouse and child(ren) under the age of 24] are eligible for full payment of tuition, registration, building use, activity, technology, distance education, and record fees for up to six (6) semester hours per semester (18 semester credit hours per fiscal year maximum per person) for Temple College classes only. Laboratory and any other miscellaneous fee(s) are to be paid by the employee. If both spouses are employed at Temple College on a .80 FTE or greater, regular status, each spouse or their child(ren) under the age of 24 are eligible for up to twelve (12) semester hours per semester (36 semester credit hours per fiscal year maximum per person). For a full listing of employees and family members eligible for this benefit, see the Employee Tuition Benefit, Eligibility Schedule below. Enrollment by an employee in Temple College classes shall not reduce the employee's duty hours, and the class should be scheduled after 6:00 p.m. to the greatest extent possible.

Part-time faculty members are not eligible for this benefit since their employment status is classified as a temporary status and not a regular status.

2. College employees, the employee's spouse or child(ren) will receive the Employee Tuition Benefit for Continuing Education courses. However, the employee's, spouse's or children's Employee Tuition Benefit for any combination of Continuing Education course(s) and regular semester hour classes will not exceed the semester credit hour equivalency limits stated in Section 1 of this policy. The College will only allow the equivalent of the current in-district tuition costs for the Continuing Education course(s). If the cost of the Continuing Education course(s) or regular semester hour class(es) or any combination of the two exceeds the limits stated in the previous paragraph, the employee will be responsible for the cost that exceeds that amount.

Example:

An employee takes a three (3) semester hour class. Later in the same semester, that same employee takes a Continuing Education course. The cost of the Continuing Education course is \$450.00 plus fees. The College will allow the cost of three (3) semester in-district hours only to be applied to the cost of the Continuing Education course since the employee is currently taking a three (3) semester hour class. If in-district tuition costs are \$88.00 per semester hour, the amount the College will allow is \$264.00. The employee must pay the difference which in this instance amounts to \$186.00 plus fees.

3. State Funding for Physical Education Courses. State funds cannot be used for contact hours or semester credit hours for students who are registered solely for physical education, weight lifting, group exercises, aerobics, or related courses;

have registered for the same such course more than once; and are not seeking a degree plan or certificate of completion of a course of study*.

* 82nd Legislature, HB 1 (2011)

4. To initiate the Employee Tuition Benefit, the employee must download the form from the Employee Portal, fill it out completely, sign the Employee Tuition Benefit form, and take the form to each approving office/immediate supervisor, in the following order, for appropriate signatures and finalization:
 - Human Resources for employment verification
 - Immediate Supervisor
 - The Admissions and Records office

The employee must complete a new form each year beginning in April.

5. Temple College employees should notify the Admissions and Records Office at least one day prior to registration so the payment "adjustment" can be recorded. Registration should be completed during the same periods as are scheduled for regular students.
6. If the Temple College employee's employment end date occurs after 30 calendar days after the start date of classes, the employee, their spouse or child(ren) will be allowed to receive the Employee Tuition Benefit for that semester. The employee, spouse or child(ren) will not be allowed to receive this benefit if the College receives a resignation notice from the employee or if the employee is discharged from his/her position prior to or within the 30 calendar day period after the start date of classes.
7. Misrepresentation of family members identified within this policy by the Temple College employee will subject the employee to disciplinary action, up to and including discharge.

Employee Tuition Benefit, Eligibility Schedule
To Be Eligible, Employee, Spouse or Child Must be Employed by
Temple College on a 0.80 FTE or Greater Basis, Regular Status

Temple College Employee only		
	Total Hours Allowed per Semester	Total Hours Allowed per Year
Employee	6	18
Spouse	6	18
Child (under age 24)	6	18
Child (age 24 and over)	0	0

Employee and Spouse (Both are employed at Temple College)		
	Total Hours Allowed per Semester	Total Hours Allowed per Year
Employee	12	36
Spouse	12	36
Child (under age 24)	12	36
Child (age 24 and over)	0	0

Temple College Employee and Child Employed by Temple College (Spouse Not a Temple College Employee)		
	Total Hours Allowed per Semester	Total Hours Allowed per Year
Employee	6	18
Spouse	6	18
Child (under age 24 and not employed by TC)	6	18
Child (age 24 and over and not employed by TC)	0	0
Child (under age 24 and employed by TC)	12	36
Child (age 24 and over and employed by TC)	6	18

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Employee, Spouse, and Child (All Are Employed by Temple College)		
	Total Hours Allowed per Semester	Total Hours Allowed per Year
Employee	12	36
Spouse	12	36
Child (under age 24 and not employed by TC)	12	18
Child (age 24 and over and not employed by TC)	0	0
Child (under age 24 and employed by TC)	12	36
Child (age 24 and over and employed by TC)	6	18

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