

## TUITION ASSISTANCE PROGRAM CERTIFICATION FORM

Employees whose primary worksite is located in Lubbock are allowed to enroll in up to 3 courses per academic year at Texas Tech University or Texas Tech Health Sciences Center, or an accredited Texas (State) Community College for fall, spring and combined summer semesters.

Texas Tech employees whose primary worksite is located outside of Lubbock may enroll in up to 3 courses per academic year for the fall, spring or combined summer semesters at Texas Tech University or Texas Tech Health Sciences Center or an accredited Texas (State) Community College, or a Texas (State) four-year accredited institution of higher education located in their area. Eligible employees may receive a \$300/semester reimbursement for an unlimited number of semesters (fall, spring and combined summer terms) for a maximum of 3 courses per academic year.

If a Texas (State) accredited institution of higher education is not available in the area of the employee's primary worksite, the employee may attend an accredited four-year institution. The following criteria must be met and the documents noted must accompany the request each semester in order for eligibility to be determined.

**Program criteria:**

- Must maintain 2.25 minimum cumulative GPA
- Must be full-time (1.0 FTE) benefits-eligible employee of Texas Tech (TTUS, TTU, or TTUHSC)
- Must have been employed full-time by Texas Tech for at least six months
- Must be seeking a degree or certification, verifiable by admission status

**Required Documentation:**

The following information should be attached to this completed certification form for each semester request and submitted to your local Human Resources Office:

- Paid receipt for enrollment showing a zero balance
- Transcript from prior semester indicating the student's GPA average at the end of the semester
- Enrollment certification and any other information necessary to verify enrollment in a certification or degree program. \_\_\_\_\_

Degree

**Reimbursement Process:**

Requests for tuition reimbursements for the current semester will not be approved prior to the 20th day of class. Once approved by the Human Resources office, payment will be made through the Employee One-Time Payment System (EOPS) using NTP earn code. The \$300 scholarship will be included in the employee's paycheck and will not be taxed.

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Supervisor's name	E-mail	Phone #
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I hereby certify that I am in compliance with the TTUHSC Operating Policies regarding employee enrollment (HSC OP 70.14).

I am enrolled for the  Fall  Spring  Summer  
Check one

of \_\_\_\_\_ at \_\_\_\_\_  
Year Institution

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Printed Name	R#
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Employee Address

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Employee Signature	Date
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