

UTSA Employee Educational Benefit Program Form

Instructions: Complete the form and obtain the appropriate signatures. Send the completed and signed form to the Financial Aid office via e-mail (scanned copy of original), fax, campus mail or in person after you have registered for class(es). Once processed, a copy of the form will be provided to Payroll Services by the Office of Financial Aid.

Date of Form _____

EMPLOYEE'S NAME

Last

Semester of Benefit Request

First, Middle Initial

Banner ID

Department

Employee ID

Job Title

Work Phone #

Award of this employee educational benefit is granted pursuant to the UTSA Handbook of Operating Procedures Chapter 4.8.

<http://129.115.102.107/hop/chapter4/4-8.cfm>

To be eligible, the employee must be benefits-eligible, not in a student job title, and employed by the UTSA for a minimum of 12 consecutive months prior to this request. The employee will be responsible for payment of statutory tuition at the current rate (\$50 per undergraduate, resident Semester Credit Hour and \$100 per graduate, resident Semester Credit Hour) as well as any college or course fee associated with the degree program. All payments and fees must be received by the payment deadline.

Tuition and fees that will be waived include: Designated Tuition; Student Services; Athletics; Automated Services; University Center; Medical Services; Publications; International Education; Recreation Center; Library Resources; Teaching & Learning Center (TEAM); ID Card and Transportation fees.

Per Internal Revenue Code §117 (d) Qualified Tuition Reduction

A qualified tuition reduction under 26 USC § 117(d) is any reduction in tuition provided by an educational institution to an employee for the education of an employee. A qualified tuition reduction is tax-free only if it is for education below the graduate level, with an exception for graduate students engaged in teaching or research at the university (University faculty and staff members engaged in teaching and research activities do not qualify as graduate teaching or research assistants). **Taxable benefits for graduate level tuition and fees must be reported on Form W-2 and are subject to the usual employment taxes.**

With the approval of the supervisor and the appropriate administrative officer, a full-time staff employee may enroll for college level course work of not more than a total of three semester hours or equivalent which is conducted during his or her normal working hours. Participation must be related to the current or prospective assignment of the employee and also must be made a part of the employee's present duty assignment. If the education or training is not related to the employee's current or prospective assignment, any time absent during normal duty hours will have to be made up. This policy likewise applies to an employee who seeks to audit a course (during normal working hours). The employee must otherwise meet all of the required qualifications for admission. Course work or training in which an employee participates during his or her normal time off is not subject to these provisions.

SUBJ CD & COURSE #	DAYS/TIME	CREDIT HOURS	COURSE NAME	AMOUNT WAIVED
TOTAL CREDIT HOURS			<i>Maximum benefit is 6 credit hours per fiscal year.</i>	<i>TOTAL:</i>

The employee's signature below indicates agreement with the terms and conditions of this program including meeting all university's requirements for enrollment in classes. The employee further will allow the Registrar's Office to release Banner information to Payroll regarding the employee's participation in this benefit program. If found to be ineligible for this benefit, the employee will be responsible for reimbursing the University for the tuition and fees paid by UTSA on their behalf.

APPROVALS

Employee Signature	Date	Supervisor Signature	Date

Appropriate Administrative Officer (Dean, Director, Department/Division Head or VP)	Date	Financial Aid Processor	Date