



Title III Study Grant Policy

PURPOSE

The Employee Study Reimbursement Grant, a component of Title III- Academic Innovation and Growth Activity, provides assistance for eligible employees pursuing a terminal degree. Tuition assistance is to increase the number of full-time faculty members with terminal degrees at the University. In addition, tuition assistance is provided to full-time administrative staff members to pursue terminal degrees in an area that has a defined need and in an area that is related to the University Strategic Plan.

ELIGIBILITY CRITERIA

- Applicant must be a full-time faculty member who is on the active payroll at Huston-Tillotson University.
- ***Faculty who wish to pursue a terminal degree must do so in the discipline in which they teach or in a discipline that is retooling to meet university needs. Priority will be given to faculty who are employed in programs seeking or re-affirming accreditation status.***
- Employees officially enrolled in a degree program at an accredited institution other than Huston-Tillotson University are eligible to apply
- Applicants must have one (1) year or more of continuous employment at HTU
- Employees must not have any outstanding financial obligations to the University
- Applicant must be enrolled in courses required for attainment of the degree to qualify for reimbursement
- Employees receiving financial assistance from other HT sources are not eligible to receive a study reimbursement grant

REQUIREMENTS

- Approval from area unit head
- Supporting documents (class schedule, grade report, semester account transaction)
- Maintain a grade of 'B' or better, or 'P' for Pass-Fail course
- Submit official transcript after degree completion within thirty (30) days of completing the degree program
- Complete a Return for Service Agreement
- Applications must be submitted and approved for each academic term
- Applications should be submitted for approval at least four (4) weeks prior to start of the semester/term.

REIMBURSEMENT PROCESS

Upon completion of the class for degree attainment, please submit a **copy of the application form** that was originally submitted along with an **original receipt of payment and an official transcript or grade report indicating completion of the class with a grade of 'B' or better** thirty (30) days after the end of your funded semester in order to receive authorized reimbursement

IMPORTANT NOTES

Program covers Fall and Spring enrollment in an academic credit course. Awards will be granted based on the availability of funds.

This program covers tuition reimbursement up to \$1,500 a semester. **All** other fees are the responsibility of the employee. Awards will be made based upon availability of funds for a maximum of **Four (4) years**.

If the faculty/staff member defaults on returning to the University upon graduation or discontinuing the terminal program, he/she will be responsible for reimbursing the entire amount received, within a time period.

Each employee, upon enrolling, automatically accepts the obligation to comply with the rules and regulations of the University.

***Tax Liability: Employees accepting a Study Grant award are responsible for any tax liabilities associated with tuition assistance.**