

Staff Tuition Assistance

Texas A&M University is proud to provide access to high-quality benefits that support your professional and educational goals. The university encourages you to pursue higher education to enrich your lives and help Texas A&M develop the highest quality workforce. The Staff Tuition Assistance program is available to eligible staff and will be administered as part of our Employee Scholarship Program.

Description

Eligible staff must first be admitted to Texas A&M through the Office of Admissions. Tuition assistance benefits for which staff are eligible will reflect as a credit against the fees assessed for the applicable term on their fee statement. No additional application process will be necessary. Staff who receive tuition assistance will be required to adhere to all rules associated with being a student at Texas A&M, including, but not limited to, registering for classes, paying fees, and withdrawing from classes by the appropriate deadlines.

[Educational Release Time](#) is available to eligible employees who are registered as students to attend classes, with appropriate approval, during their regularly scheduled workday. This program provides employees with more flexibility to further their growth and advancement, enhance their involvement in the life of the University, and to further their education to become a more productive and knowledgeable workforce. Employees should check with their manager or supervisor prior to course registration for classes taken during the workday.

Please complete the Employee Waiver Form and submit to Student Business Services. This waives the Health Center, Student Center and Rec Center fees.

http://sbs.tamu.edu/media/26969/staff-faculty_exemption_request_form_07272015.pdf

Eligibility

Staff members eligible for the tuition assistance program must:

- be admitted to Texas A&M University in a degree-seeking program and enrolled in courses pertaining to that undergraduate or graduate degree program
- be employed in a staff title at Texas A&M University (which includes Texas A&M University at Galveston, Texas A&M University School of Law, and Texas A&M Health Science Center). The tuition assistance program does not apply to positions with faculty titles or student titles including any title where student status is a requirement.
- be budgeted at least 50% effort with Texas A&M University
- have a minimum of 12 months of service prior to first day of class in which they are enrolling
- be employed at time of disbursement of tuition assistance payment
- be in good academic standing and maintain a cumulative GPA of at least 2.0 for undergraduate and professional students and 3.0 for graduate students



Process

The staff tuition assistance program will be processed as a scholarship. Texas A&M University will pay up to \$1,000 per 3 credit hour class for a maximum of 2 classes for the fall and/or spring semesters:

- 3-5 credit hours = \$1,000
- 6+ credit hours = \$2,000

Eligible staff members enrolled at Texas A&M University will automatically receive this scholarship during the fall and spring semesters. Staff members will be notified via their Texas A&M email account that the scholarship has been awarded.

Funding

The Staff Tuition Program will be financially supported through central funding from the Galveston campus based on the employee's component from which the majority of their salary is sourced.

Questions

Please Contact:

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