

UNIVERSITY of HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Human Resources**  
**AREA: Training and Development**

**Number: 02.06.02**

<b>SUBJECT: Staff Tuition Scholarship Program</b>
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I. PURPOSE AND SCOPE

Education is a priority at the University of Houston and an educated workforce is one of the university's most valuable assets. The University of Houston Staff Council researched and proposed a program to provide staff access and support to pursue higher education at the university. With the encouragement of the President of the university, the Offices of the Senior Vice President for Academic Affairs and Provost and the Vice President for Administration and Finance secured funding to institute the Staff Tuition Scholarship Program.

The Staff Tuition Scholarship Program is designed to support and encourage employee development through formal education, with a priority on the attainment of baccalaureate degrees and beyond at the University of Houston.

Time off under this Staff Tuition Scholarship Program is part of the College Program release time, which is outlined under MAPP [02.06.01](#), Section V. Unlike the College Program release time, the Staff Tuition Scholarship Program is only for courses taken at the University of Houston.

II. DEFINITIONS

Regular, full-time benefits eligible employees: A university employee employed to work 100 percent FTE (40 hours per week) for a period of 4-1/2 months or longer.

III. PROVISIONS

A. College Program Release Time

1. Employees may be granted paid time off from work according to the policies outlined in MAPP [02.06.01](#) section V.
2. The Staff Tuition Scholarship Program does not include time away from work other than the time granted through the College Program.

## B. Scholarship Program

1. Courses taken under this program shall be either related to the employee's job, related to a degree program in which the employee is enrolled, or provide for career development at the university. These scholarships will be awarded on a first-come-first-awarded basis. There are no guarantees.
2. Career paths at the university frequently cross departmental lines, and formal education may be a deciding factor in promotion decisions.
3. The costs beyond the scholarship for fees and books are the responsibility of the employee.
4. Requests to take courses at other universities, including other system components will not be approved.
5. Qualifying employees must not be on probation (6 months for non-exempt employees and 12 months for exempt employees), as well as performance probation, nor can they owe a debt to the university.

## IV. EMPLOYEE ELIGIBILITY

To be eligible for the tuition scholarship:

- A. The employee must submit the Application for Staff Tuition Scholarship located at <http://www.uh.edu/admin/hr/training/stafftuition.htm> by the indicated semester deadline.
- B. Faculty, benefits-eligible teaching assistants, adjunct faculty and all non-benefits staff working less than 100% FTE are not eligible for the scholarship.
- C. Qualifying employees must not be on probation (6 months for non-exempt employees and 12 months for exempt employees), as well as performance probation, nor can they owe a debt to the university. The employee is required to go through the regular admission processes and meet the relevant university admission requirements including meeting semester application and credential deadlines. It is the employee's responsibility to apply for admissions to the university and be accepted in sufficient time to attend that semester before the scholarship will be issued.

## V. GUIDELINES FOR SCHOLARSHIP

- A. Only University of Houston for-credit courses (a maximum of three hours per semester) are eligible for this scholarship.

- B. The maximum scholarship amount is the cost of three credit hours, up to \$1200 per semester (excluding summer sessions). The Staff Tuition Scholarship may be offered for the summer semester depending on available funding.
- C. A Staff Tuition Scholarship Program Committee, which will consist of representatives from the Human Resources Department, Staff Council, the Office of Scholarships and Financial Aid, and the Office of Student Financial Services, will be appointed to evaluate the program each year to determine its success and establish the actual dollar amounts paid on funding. This committee will also approve scholarship amounts for the next fiscal year.
- D. An employee receiving external governmental funding may only submit expenses not covered by the external-funding agent. Any exception to this policy must be approved in advance by the Senior Vice President for Academic Affairs and Provost or designee and will be paid outside of the Institutional Tuition Scholarship Funds.
- E. All credits to the employee/student's account shall be made through the Office of Scholarships and Financial Aid. This scholarship credit will be applied to the employee/student's account maintained by Student Financial Services. In the event an employee has withdrawn or dropped a course, they will be billed for the portion of the refund that would result from the staff scholarship. Therefore, the monies that result from a withdrawal or drop must be returned to the scholarship fund.
- F. The scholarship credit will be applied to the employee/student's account in the normal hierarchy of payments as currently exists with the Office of Student Financial Services.
- G. The Human Resources Department and the Office of Scholarships and Financial Aid will verify each semester the employees applying for the scholarship program are employees in good standing with the university.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years, on or before August 31

VII. APPROVAL

Jim McShan  
Interim Vice President for Administration and Finance

Renu Khator  
President

Date of President's Approval: April 7, 2008

VIII. REFERENCES

System Administrative Memorandum [02.A.26 – Employee Development and Training](#)

Index Terms: Staff Tuition Scholarship Program  
Development  
The College Program  
State Employees Training Act  
Training