

2018-2019 Faculty/Staff Grant Application

Eligible full-time ETBU faculty or staff, their spouse, or dependent children who enroll in ETBU courses are eligible for the Faculty/Staff Grant covering tuition. Only full-time and part-time ETBU employees are eligible for a full or partial graduate tuition grant, see attached guidelines. **THE GRANT IS FOR THE COST OF TUITION ONLY.** Students receiving the Faculty/Staff Grant must meet Satisfactory Academic Progress (SAP) requirements, which can be found on the ETBU Financial Aid website.

Student Name Date of Birth Phone Number

Address City State Zip

Please select status of student: Full-Time Faculty/Staff Member Faculty/Staff Spouse Faculty/Staff Dependent
 Part-Time Faculty/Staff Member

Classification: Undergraduate Freshman Undergraduate Sophomore Undergraduate Junior
 Undergraduate Senior Graduate Student

Projected hours of UNDERGRADUATE enrollment: Department Employed:
Fall 2018 Spring 2019 May 2019

Projected hours of GRADUATE enrollment:
June 2018 July 2018 Fall 2018 Spring 2019 May 2019 (Maximum of 18 hours)

Graduate Program:

Certification: I (we) understand that the Faculty/Staff Grant does not apply to repeated courses and that I will be responsible for any charges incurred from repeating a course. For employees taking the Graduate Faculty/Staff Grant, I understand that tuition grants over \$5,250 received in a calendar year are taxable under Internal Revenue Service regulations, and that these amounts will be added to my pay during the period of my class(es). Federal income tax, social security and medicare taxes will be withheld from this compensation generated by graduate tuition grants.

Student's Signature

Printed Name of Student

Faculty/Staff Member (if not student) Signature

Printed Name of Faculty/Staff Member

Department Head Signature

Date

VP of the Division Signature

President Signature (if employee is part-time)

Please print, sign and date, and return this form to:

East Texas Baptist University
Financial Affairs Office
One Tiger Drive
Marshall, TX 75670

Eligibility for the ETBU Faculty/Staff Tuition Grant

General Information

Individuals receiving the ETBU Faculty/Staff Tuition Grant must be working toward a specific degree. Courses must apply toward a specific degree program and must meet any prerequisite or other course requirements.

Attending classes must not negatively affect the employee's performance or the ability of the employee to fulfill employment responsibilities. Employees may not work on their course during work hours.

To maintain eligibility, satisfactory academic progress must be met as stated in the ETBU catalog. Withdrawals and refunds will also follow the policy in the ETBU catalog.

The tuition grant does not apply to courses repeated due to receiving a failing grade, failure to maintain satisfactory academic progress, or the withdrawal from a course.

Employees, spouses, or dependents receiving the grant are encouraged to file a FAFSA (Free Application for Federal Student Aid). All state grants will be applied to the tuition costs for those who are eligible. The University will waive the remaining tuition costs. State and ministerial grants may not be used for other costs of attendance. Students called to ministry must apply for BGCT ministerial grant if eligible.

Employees receiving the tuition grant are not eligible for any funded or unfunded ETBU scholarships.

Undergraduate Programs

For full time employees the University will waive tuition for up to 18 hours of course work per calendar year. Employees may attend class no more than three clock hours per week during their regular working hours, provided time lost from work due to class obligations is made up each week and the change in schedule is approved by their supervisor and vice president in advance.

The tuition grant does not apply to employees that already possess an undergraduate degree. In limited situations, and only with administrative approval, select employees may pursue a second undergraduate degree or individual courses and receive full eligibility to participate in the tuition grant. Requests for this special exception must begin with the vice president of their area, subject to approval by the President.

Graduate Programs

Full-time employees of the University working towards master's degrees are eligible to receive the tuition grant in full; part-time graduate students working at least 25 hours a week and in tuition approved jobs, are eligible to receive half the tuition grant. Full-time and part-time employees are eligible to complete 18 hours of graduate course work per academic year. Eligibility of part-time positions for half graduate tuition must be approved by the President.

The grant does not apply to employees that already possess a graduate degree. In limited situations, and only with administrative approval, select employees may pursue a second master's degree and receive the full tuition grant. Requests for this special exception must begin with the vice president of their area, subject to approval by the President.

According to IRS regulations, the first \$5,250 of an employee's graduate tuition received within a calendar year (tax year) is tax free. Graduate tuition above the \$5,250 will increase the employee's annual compensation and will be taxed.

Spouses and Dependents

Spouses and dependent children under 24 years of age are eligible for the undergraduate grant after one year of service by the employee. Spouses and dependent children are not eligible for the graduate tuition grant.

Cumulative grade point requirements must meet the satisfactory academic progress policy stated in the ETBU catalog. Withdrawals and refunds will also follow the policy in the ETBU catalog.

The grant applies to tuition only. Room, board and other fees will be the responsibility of the employee.

Guidelines for Faculty/Staff Grant

The Faculty/Staff Tuition Grant application is due by March 1 each year for those wanting to attend classes in the next academic year. Exceptions to deadline may be granted for employees hired after the March 1 deadline if budget funds are available.

The ETBU Faculty/Staff Tuition Grant Application must be signed by the employee's supervisor, the appropriate vice president, the President (if employed part-time) and then returned to the Financial Affairs Office.

Contact for Interpretation: Vice President for Financial Affairs