

ALVIN COMMUNITY COLLEGE

**APPLICATION FOR EDUCATIONAL BENEFITS
TSCM PERSONNEL**

Section 15.03 of the Board of Regents Policy Manual establishes educational benefits for TSCM employees.

TSCM employees who work at least 20 hours per week on a regular basis are eligible to receive an educational stipend. This stipend covers the cost of tuition and fees for six (6) semester hours of instruction per semester at Alvin Community College.

Approval from the Board of Regents must be secured on all enrollments prior to actual registration.

Completed forms should be submitted to the Human Resources Office.

EMPLOYEE REQUEST

EMPLOYEE NAME: _____

EMPLOYEE ID: _____

POSITION TITLE: _____

SEMESTER: _____

In accordance with the Board of Regents policy outlined in Section 15.03 of the Board of Regents Policy Manual, I wish to enroll in the credit courses listed below.

| COURSE NUMBER | COURSE TITLE | DAYS | CLASS TIME | | CREDIT HOURS |
|---------------|--------------|-------|------------|-------|--------------|
| | | | START | END | |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

I understand that I am eligible to receive reimbursement if the education / course work taken maintains or improves skills required by my employment or meets the expressed requirements of Alvin Community College.

I also understand that I will not receive reimbursement unless the course(s) are successfully completed.

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR APPROVAL

A copy of the employee's revised/adjusted work schedule should be attached to the application to certify time usage, if classes are scheduled during normal duty hours.

SUPERVISOR SIGNATURE: _____

DATE: _____