



# Employee Tuition Assistance Plan Application

To apply for the UT Dallas (UTD) Employee Tuition Assistance Plan, follow these instructions:

1. Review the Employee Tuition Assistance Plan information on the Human Resources website to verify your eligibility. Visit <http://www.utdallas.edu/hr/benefits/tuition/> for details.
2. Complete this form.
3. Get your supervisor's signature.
4. Send or bring the completed form to Human Resources, Mail Station AD10, AD 2.208.

*(A new form is required each semester.)*

**Eligibility covers all courses for a semester.**

Name (last, first, middle initial):			
UTD Email Address:			UTD ID#:
Term:	Fall	Spring	Summer
			Year:
Course Title:			
Course Number & Section:			Credit Hours:
Course Title:			
Course Number & Section:			Credit Hours:
Course Title:			
Course Number & Section:			Credit Hours:
<i>I understand and agree to the following conditions of the UTD Employee Tuition Assistance Plan:</i> <ul style="list-style-type: none"> <li>• I must coordinate my work schedule with my supervisor.</li> <li>• I am required to make up all time missed from work on an hour-for-hour basis.</li> <li>• It is my responsibility to pay federal income tax, if any is due, on the value of this benefit.</li> <li>• My job responsibilities and obligations are my first priority.</li> <li>• I have been a regular, <b>full-time employee for six months</b> prior to the day the academic semester opens.</li> <li>• I am turning this form in before the <b>full-term Academic Calendar <a href="#">Census Date</a></b>.</li> </ul>			
Employee Signature:			Date:

<b>THIS SECTION TO BE COMPLETED BY THE SUPERVISOR</b>	
<i>The employee identified above is</i>	
<ul style="list-style-type: none"> <li>• A regular, full-time employee who will have been in that status for at least six months on the day the academic semester opens, and</li> <li>• Not the subject of a demotion, disciplinary leave, or written reprimand in the six months prior to the day the semester opens. If these courses are not for regular credit toward a degree, then my signature also certifies that the course(s) is/are job related.</li> </ul>	
Supervisor Printed Name:	
Supervisor Signature:	Date:

For Office Use Only	Notes / Checked by	Date
HR - Employee eligibility		
Registrar's Office		
Bursar		

→ → Please return form to Human Resources for filing (Mail Stop AD10, AD 2.208). ← ←

### Notice About Information Laws and Practices:

With few exceptions, you are entitled on your request to be informed about the information UTD collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTD correct information about you that is held by us and is incorrect, in accordance with the procedures set forth in *The University of Texas System Business Procedures Memorandum 32*. The information that UTD collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.