

ENROLLMENT IN ACADEMIC COURSES AND TUITION/FEE PAYMENT REQUEST (Rev. 05/09)

This form must be completed by faculty and staff enrolling in Texas State or other accredited institution of higher education. It is used to establish department approvals for release time and tuition/fee payments, determine any IRS implications for employees receiving tuition/fee payments, and monitor the use of the release time and tuition/fee payment benefit provided by the University. A separate form is required for each semester. See UPPS 04.04.01 Miscellaneous Human Resources Policies and Procedures for details.

Deadline: Approved tuition/fee payment requests for Texas State courses must reach Student Business Services no later than the 12th class day for the semester requested. If the tuition/fee is to be paid at registration, the request must reach Student Business Services no later than 5 work days *prior* to the first day of registration. Tuition payment requests will be routed to the Tax Specialist for approval.

I. REQUESTS (To be completed by faculty/staff member) (One form per semester or session)

Name _____ Job Title _____
 Texas State ID# _____ Department _____ Division _____
 Seeking Degree Yes _____ No _____ If yes, Degree Program (Major) _____
 Semester Year 20 _____ Fall _____ Spring _____ Mini/Summer I _____ Summer II _____ Request Tuition Payment Yes _____ No _____
 Institution _____

Course Name & Number	Meeting Days	Hours	Self-Development (SD) or Job-Related Training/Education (T)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- If course(s) approved for self development, all hours away from work will be: ___ charged to comp/vacation and/or ___ made up in the following manner: _____.
- If course(s) are approved for job-related training or education, only time away from work that exceeds University release time limits will be ___ charged to comp/vacation and/or ___ made up in the following manner: _____.
- Not applicable to faculty

I understand that if I terminate employment with the University prior to the end of the semester for which tuition or fees are paid, I must reimburse the University for all tuition and fees paid by the University. Any cost incurred by Texas State in the collection of this debt will be added to the outstanding balance.

Employee Signature _____ Date _____ Phone (____) _____

II. APPROVALS (To be completed by Department Head)

Employee may take courses during working hours: Yes _____ No _____ (If no, return to employee with memo of explanation)

Department to pay tuition: Yes _____ No _____ (If yes, Cost Center: _____ Fund: _____)

_____ For the course(s) requested for self development, I certify that all time away from work will be made up, charged to accrued comp time or vacation, or processed as leave without pay.

_____ For the course(s) requested for job-related training or education, I certify that the course(s) are (1) directly related to the employee's current or prospective job duties in the department or (2) are a part of a formal degree program being followed for a bachelor's or graduate degree, and the employee's time away from work is within University release time limits.

(Note: All course(s) outside of the training time release limits must be designated as self development courses.)

_____ For the course(s) for which tuition payments are being paid by the university, I certify that the course(s) are directly related to the employee's current or prospective job duties in the department, and are not required to meet the minimum requirements of the employee's current position.

 Department Head (Signature and Printed Name) Date

III. HUMAN RESOURCES, TAX SPECIALIST AND STUDENT BUSINESS SERVICES USE ONLY

Eligible for release time ___ Yes ___ No Eligible for fee payment ___ Yes ___ No Eligible for tuition payment ___ Yes ___ No

Human Resources _____ Date _____
 Tax Specialist _____ Date _____
 SBS Office _____ Date _____