Texas State University

Release Time and Reimbursement for Academic Courses Request Form

This form is to be completed by all full-time faculty or staff enrolling in academic courses at Texas State. See UPPS 04.04.35 Professional Development and Educational Opportunities for details.

Deadline: Approved class release requests for Texas State courses must reach Human Resources/Professional Development by the twelfth day of class for the fall or spring semester and the fourth class day for first summer term: professionaldev@txstate.edu, JCK 460, fax 512-245-8964. No reimbursements will be processed for requests received after that date without approval from the employee’s Cabinet member and the VPFSS.

Section 1: Employee and Enrollment Information
Name: ___________________________________ Texas State ID: _______________ Email: ______________________
Job Title: _______________________________ Dept: __________________________ Division: ____________________
Seeking Degree: _____________ If Yes, Degree Program (Major): ______________________________________________
Semester: ____________ Year: _______ Circle one: Staff Faculty Phone:_________________________
______________________________________________________________________________________________

Section 2: Request and Acknowledgment
For purposes of class release time or reimbursement of fees and/or tuition, I acknowledge that the course(s) I am taking is/are related to my current job duties, prospective job duties, or are part of a formal degree plan. I understand if I am a financial aid recipient, reimbursement of fees could affect my financial aid eligibility. It is my responsibility to notify Financial Aid and Scholarships immediately that I will be receiving this reimbursement so any appropriate adjustments to my aid can be completed. I request:

______ Paid time off for class release not to exceed policy limits of one course during regular work hours.
______ Reimbursement for eligible fees and designated tuition outlined in the policy

___________________________________    _________________________________             ________________________
Employee Acknowledgement (Print)                 Employee (Signature)           Date

I approve:

______ Paid time off for class release not to exceed policy limits of one course during regular work hours
______ Reimbursement for fees and designated tuition from my account: Cost Center__________________
                          Fund_______________________

___________________________________     _________________________________         ______________________
Department Head (Print)            Department Head (Signature)                  Date

Note: Refunds will automatically be processed by Student Business Services within 30 business days after posting of grades. If student still owes for past due charges or has a balance for the future term, the refund will be applied to the student’s account prior to any refund sent to the student.

Under the Texas State Employee Education Assistance Program, employees who receive Graduate student educational assistance benefits may exclude up to $5,250 of those benefits each year. This means Texas State will not include up to $5,250 of educational benefits with your wages shown on your Form W-2, box 1. For educational benefits which exceed $5,250, that amount will be taxed on an employees’ last regular monthly paycheck paid during each calendar year. This taxation does not apply to employees who receive Undergraduate student educational assistance benefits.