



## **Tuition Grants for Regular Full-Time Employees and Retirees Policy:**

*Approved By and Date:  
Board of Trustees, 2-27-17  
Executive Leadership Team, 2-2-17*

**Kilgore College values an educated workforce and strives to help its employees in the pursuit of continuing their education. Regular full-time employees and college retirees are eligible for tuition, general education and out-of-district fee grants for courses taken at Kilgore College.**

## **Tuition Grants for Regular Full-Time Employees and Retirees Procedures:**

*Approved By and Date:  
Executive Leadership Team, 2-2-17*

The following procedures will be followed in the enrollment and consideration of approval for tuition grant courses:

1. The course(s) to be taken should not conflict with the employee's official work day, unless otherwise approved by the employee's supervisor and appropriate Vice President.
2. The employee will be limited to a maximum of two credit courses per semester. Approval for additional courses will be based upon job related expectations and must be approved by the appropriate Vice President or the President.
3. Tuition grants do not include three-peat charges; these are the responsibility of the employee/retiree.
4. The employee/retiree must maintain satisfactory progress and must meet 2.0 Satisfactory Academic Progress (SAP). An employee/retiree who is meeting SAP will have a 2.0 cumulative grade point average or above. Unofficial transcripts are required and are to be attached to the tuition enrollment form.
5. The enrollment of an employee in a course as a tuition-grant student will not be a factor in determining if the course is offered. The course must have sufficient tuition-paying students to justify its offering. Courses will be canceled in the absence of a sufficient number of tuition-paying students.
6. Enrollment in Virtual College of Texas Courses are not eligible for tuition grants.
7. Auditing of classes will not be allowed.