



Tuition Grants for Regular Full-Time Employees and Retirees

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Approved by and date:

Board of Trustees 02/27/2017

Executive Leadership Team 02/02/2017

Policy:

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.

Procedures:

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

- a. 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.
- b. 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.
- c. Tuition grants do not include three-peat charges; these are the responsibility of the employee/retiree.
- d. 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.
- e. 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.
- f. Enrollment in Virtual College of Texas Courses are not eligible for tuition grants.
- g. Auditing of classes will not be allowed.