

# ARCHDIOCESE OF GALVESTON-HOUSTON

## Tuition Assistance Application

**Employees complete section 1 and 3. Supervisors/Directors complete section 2 and 4.**

<b>1. PREREGISTRATION</b>	Read the instructions and conditions and complete this section for your supervisor <b>before</b> signing up for course or paying any direct costs.		
Employee Name:		Social Security Number:	
Department:	Job Title:		
Name of School:	Location of School:		
REQUESTED COURSES: Course Title			
	Fall Spring Summer	Start Date	Estimated Completion Date
Tuition/Registration Cost:	Estimated Total Cost:	Are courses being taken for college credit?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employee Signature			Date of Application

<b>2. DEPARTMENT APPROVAL</b> (Return form to employee after signing and dating) Secretariat Director Signature for Recommendation		Date
Chancellor and Moderator of the Curia Signature		Date

<b>3. REIMBURSEMENT REQUEST</b>			
A. Attach copy of grade report, registrar's report, or equivalent to indicate successful completion of course(s)			
B. Attach all eligible receipts for reimbursable expenditures for approved course(s)			
C. Complete the following information and forward to supervisor			
_____	+ _____	= _____	X 50% = _____
Tuition	Registration	Total Direct Costs	Amount to be Reimbursed
Employee Address ( <b>Reimbursement</b> will be mailed to employee's home, unless direct deposit has been set up with A/P) Street City State Zip			

<b>4. REIMBURSEMENT APPROVAL</b> – Must be approved by Secretariat Director. Send original with receipts to Human Resources.	
Payment of Tuition Assistance Refund in the amount of \$ _____ is approved to be charged to 11-73-890-73001.	
Secretariat Director Signature _____	Date _____

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## Chancery Employee Tuition Assistance Policy Instructions and Conditions

The Chancery encourages employees to develop their potential for service to the Archdiocese by offering financial assistance for college tuition through the Chancery Professional Development Fund. Eligible employees may, with prior approval, enroll in, on their personal time, approved college level courses and degrees. The Chancery will determine, in its sole discretion, whether a degree program or course is job related and if it will enhance service to the parishes.

### ELIGIBILITY

- A regular, full-time 40 hour per week employee with at least 3 years of service at the Chancery.
- Must sign and agree to continue employment in their Chancery job for no less than 3 years upon completion of degree. Leaving before the 3 year anniversary following the completion of degree will result in the employee's repayment of total tuition assistance.
- A grade of B (3.0 GPA) or better must be earned.
- Must be on the payroll when the course is completed or the agreement is void.

**Otherwise eligible employees are or may become ineligible for tuition assistance under this policy if:**

1. The employee has received a formal warning within six months prior to his or her request for pre-approval; or
2. Accordingly, the Chancery will not reimburse tuition payment if the employee receives a formal warning at any time prior to completion of course work or certification.

### B. EDUCATION COURSES

- Courses must be relevant to the employee's current job and approval will be determined, in part, on whether the parishes and faithful will be better served by the proposed courses or degree.

### C. ENROLLMENT

- A Chancery employee applying for assistance should discuss with his or her supervisor whether or not the course(s) would be suitable for their job.
- The employee must then complete Section 1 of the application form and submit it to his or her supervisor for recommendation to the Secretariat Director who will determine if it is suitable for a final decision by the Chancellor and Moderator of the Curia. If approval is granted, the employee may enroll for the course(s). **The employee, however, must be prepared to pay all necessary tuition, registration, and fees themselves at registration.**

### D. APPLICATION FOR TUITION REIMBURSEMENT

- Upon successful completion of the approved course of study with a grade of B (3.0 GPA) or higher
- , the employee must complete Section 3 of the application, attach the necessary receipts with a final grade report and forward it to his or her supervisor.
- The Secretariat Director will give final approval and then send to the Director of Human Resources to begin reimbursement.
- No refund is given if the employee fails to complete a course for any reason.
- No refund is given if the employee does not maintain a B (3.0 GPA) or higher in the course.

### E. AMOUNT OF REIMBURSEMENT

- For approved courses, the reimbursement shall be 50% of the employee's cost of tuition and registration.
- Laboratory and other fees will not be reimbursed.

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- The costs of books, equipment, housing, and travel will not be reimbursed.

## F. TAXES

- The employee should consult a tax advisor with regard to the tax implications of any reimbursements provided under this program.

## G. THE CHANCERY TUITION ASSISTANCE REPAYMENT AGREEMENT

This is a provision requiring an employee to repay amounts received for tuition assistance in the event the employee departs the Chancery voluntarily following the completion of the course or degree. Should an employee terminate employment with the Chancery on a voluntary basis they agree to repay tuition assistance based on the following schedule:

### Percentage of Repayment

- Less than 1 year following completion of degree – 75%
- More than 1 year, but less than 2 years following completion of degree – 50%
- More than 2 years, but less than 3 years following completion of degree – 25%

***\*Under this provision, the Chancery may withhold from an employee's final paycheck (base salary, bonuses, Paid Time Off, and/or expense reimbursements), to the extent permitted by applicable law, monies up to the amount due the Chancery for any Tuition Assistance paid.***

***By signing this:***

***"I consent to the withholding from my final paycheck the monies I owe to repay Tuition Assistance previously funded to me by the Chancery."***

## H. ADMINISTRATION

The Archdiocese has the sole right to interpret and administer this program and may amend or discontinue the program at any time. If this program is changed or discontinued, reimbursement for courses already approved and being currently pursued will not be reduced during that semester so long as the employee has met all eligibility requirements.

- **The authority to approve Sections 2 and 4 of the Tuition Assistance Application rests solely with the Chancellor and Moderator of the Curia.**

## I. ACKNOWLEDGMENT AND AGREEMENT

I hereby acknowledge that I have read this Tuition Assistance Policy and agree to the terms and conditions contained herein.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department