



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DE-7 Staff Scholarship Benefit **APPROVED:** November 9, 1982 **REVISED:** November 15, 2011
Year of last review: 2021
AUTHORIZING BOARD POLICY: DE

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To delineate the guidelines for the Staff Scholarship Benefit.

PROCEDURE:

I. General Benefit

- A. As a part of the employee benefits package provided by the District, full-time employees and their dependents, and retirees and eligible survivor dependents, are provided a financial aid staff scholarship benefit for enrollment in credit and non-credit courses offered by the District. The scholarship provides a maximum benefit equivalent of nine credit hours per person per semester/term, and the payment of tuition and mandatory fees, excluding the General Use Fee.
- B. College sponsored, in-service and staff development courses will not be included in the employee's Staff Scholarship Benefit.
- C. The starting date of the class(es) will determine to which semester/term the scholarship benefit will be charged.
- D. Tuition and fees above the maximum benefit and all non-mandatory fees will be borne by the employee, retiree, and/or dependent. The employee, retiree, and/or dependent will be required to bear the cost of the general use fee. Mandatory and non-mandatory fees are defined as follows:
 - 1. Mandatory fees - Fees subject to the refund schedule, such as: Laboratory Fee, Professional Practice Fee, Individual Instruction Fee and General Use Fee.
 - 2. Non-Mandatory fees - Non-refundable charges and fees, such as: Late Registration Fee, Add/Drop Fee, testing/assessment fee (for course placement) and Proficiency Examination Fee, etc.
- E. Employees on a leave of absence without pay or reduced workload leave and their dependents, are not eligible for the Staff Scholarship Benefit. Employees on a paid sick leave are also not eligible for the Staff Scholarship Benefit.
- F. Employees and their dependents are not eligible for the Staff Scholarship Benefit if the staff member's employment ends within four (4) calendar weeks of the first day of classes for the Fall and Spring semesters or during the first week of short-term sessions. The employee/dependent that is no longer eligible for the benefit will be billed for the tuition and fees.

II. Employee Enrollment in Classes

- A. Prior to registration, employees must obtain a *Staff Scholarship Authorization* form (available in the Human Resources section of the District Forms on the College's webpage) for each semester/term. This form is then signed by the employee's supervisor(s).
- B. Use of the lunch break as a time for scheduling classes is not encouraged; however, should an employee choose this alternative, class, travel, and meal time may not infringe on the employee's normal work schedule.

- C. Enrollment in courses during an employee's regular working hours is not allowed, except under the following conditions, where, as a privilege, an alternative work schedule may be developed for the semester if an employee can demonstrate that:
 - 1. The class is never offered at a time other than during the employee's normal work schedule; or
 - 2. The class is needed for graduation at the end of that semester and is offered at no other time that semester other than during the employee's normal work schedule. In this case, the budget head and the employee may develop an alternative work schedule for that semester. Supervisors are responsible for coordinating the alternative work schedule of the employee, which must be approved by the appropriate Vice President.
- D. All courses will be pursued without interfering with the satisfactory performance of the employee's duties and responsibilities.

III. Dependent Enrollment in Classes

- A. Prior to registration, employees must obtain a *Staff Scholarship Authorization* form for each dependent utilizing this benefit.
- B. Dependents of eligible full-time employees shall be defined as spouse and children under 26 years of age. Child means a natural child, legally adopted child, foster child, ward, stepchild, or any other child certified as eligible under the District's insurance programs.

IV. Staff Scholarship Benefit Processing

- A. An employee or dependent submits the completed and approved *Staff Scholarship Authorization* form with the enrollment materials in the registration process.
- B. An employee and/or dependent must obtain and have completed a *Staff Scholarship Authorization* form for each registration process.
- C. Only properly completed scholarship authorizations will be honored.
- D. Upon enrollment the sponsor will be liable to repay the cost up to nine hours if they or their dependent(s), withdraw or their final grade is below a "C" for credit classes or an "NCR" for non-credit classes. A bill will be sent to the sponsor for the amount to be repaid. A "business office" hold will be placed upon the sponsor's account until the debt has been paid.
- E. In the event that a student utilizes staff scholarship with other forms of payment (e.g. cash, awards, etc.) then drops a portion of the courses, the courses that the student has not dropped will be considered to be funded (up to 9 semester hours or equivalent) by the staff scholarship.