



Tuition Reimbursement Policy

Texas Government Code, Chapter 656, State Employees Training Act, authorizes state agencies to use public funds to provide training and education to employees when such programs are related to the employee's duties or prospective duties.

If program area funds are available, and the supervisor and program area approve, an eligible employee may receive tuition reimbursement for courses (including online courses) completed while attending an accredited vocational school, technical school, college, or university.

Reimbursement for tuition charged by a private college or university must not exceed the tuition amount charged by a comparable public college or university for the same courses.

The courses must:

- relate to current or prospective job duties; and
- benefit HHS by increasing employee knowledge, understanding and skills needed to achieve HHS goals and objectives.

Note: Tuition reimbursement only covers the cost of the course. Examples of costs that are not covered include, but are not limited to, the following:

- mandatory elective fees;
- books;
- materials;
- supplies;
- late fees;
- deposits;
- parking fees; or
- travel.

Employees in salary groups B31 and above are not eligible to receive tuition reimbursement. In addition, this policy does not apply to the:

- DSHS Preventive Medicine – Public Health Residency Program (DSHS only); and
- Other courses taken that are not part of a degree track leading to a degree.

Note: Employees are not eligible for tuition reimbursement for courses already paid for through the Hazlewood Act, grants, or other scholarships or fellowships.

For additional information, see *Human Resources Guidance Handbook*, Chapter 2, A.6., Tuition Reimbursement.

For additional policy on academic stipend that applies to state hospital and state supported living center employees, see Appendix A, Facilities, Academic Stipend.

Related Policies:

- Eligibility and Reimbursement

Eligibility and Reimbursement

Effective February 5, 2018

Revised September 1, 2023

If program area funds are available, an employee may receive tuition reimbursement for courses completed while attending a vocational school, technical school, college, or university, at the time courses begin, if the employee:

- has successfully completed his or her probationary period;
- is not on an active written warning in the Performance and Conduct Management System;
- has not received a disciplinary action in the last 12 months; and
- is performing the job at a level that is at least what is normally expected or required, as reflected on his or her most recent performance evaluation.

An employee may be reimbursed upon providing proof of satisfactory course completion. Satisfactory course completion must include the end date of the course taken and the official grade slip or transcript that shows either:

- a final grade of:
 - "C" or above for undergraduate work; or
 - "B" or above for graduate work; or
- a "pass" grade (only for schools with a pass/fail system that do not provide a letter grade).

The employee will be reimbursed for 100 percent of the tuition, up to a total of \$5,000 in a fiscal year. **Beyond that**, the employee will be responsible for half of the total amount that exceeds \$5,000. For example, if an employee requests tuition reimbursement of \$10,000 during a fiscal year, the most he or she may receive is \$7,500 (\$5,000 + \$2,500 [half of the remaining \$5,000]).

An employee should request tuition reimbursement as far in advance as possible, but no later than 20 working days after that semester ends. An employee requests tuition reimbursement by completing [Form HR0809, Request for Educational Financial Assistance](#). An employee must submit a new Form HR0809 for each semester of classes.

Note: An employee requesting tuition reimbursement and educational leave (see [Chapter 2, B.8., Other Leave Types](#)) must also complete [Form HR0514, Employment Obligation Agreement](#), if he or she is requesting three or more months of educational leave.

All requests for tuition reimbursement are reviewed by the Tuition Reimbursement Committee, which includes the:

- HHSC Chief Operating Officer;
- HHS Deputy Executive Commissioner for System Support Services; and
- HHS Director of Human Resources.

The HHS Executive Commissioner considers the Committee's recommendation and decides whether to partially or fully authorize the tuition reimbursement payment.

Tuition Reimbursement and Transfers

If an employee approved for tuition reimbursement transfers within an HHS agency or to another HHS agency before completing the approved semester of classes, the tuition reimbursement approval will remain in effect. Upon providing proof of

satisfactory course completion, the HHS agency that originally approved the tuition reimbursement is responsible for reimbursing the employee.

Note: If an employee is transferred from one HHS agency to another HHS agency by legislative directive, the receiving agency is responsible for reimbursing the employee.

For additional information, see [Human Resources Guidance Handbook, Chapter 2, A.6., Tuition Reimbursement](#).