TAMIU Family

Employee and Family Education Benefit Program

Application for Spring 2027

Instructions **Due December 1, 2026**

Print this application, complete all requested fields, sign, and submit to Human Resources for review at KLM 158.

Employee Information

Employee name: _____ UIN: _____

Department: _____ Position title: _____

Contact phone: _____ Contact email: _____

Employment status: ☐ Full-time ☐ Other (specify): _____

Student Information

Who will use the benefit? ☐ Employee ☐ Spouse ☐ Dependent

Student name: _____ Student ID: _____

Contact phone: _____ Contact email: _____

Relationship to employee:

☐ Self ☐ Spouse ☐ Child ☐ Adopted child ☐ Stepchild

☐ Child under legal guardianship ☐ Other (specify): _____

Academic Information

Degree level: ☐ 1st bachelor's degree ☐ 1st master's degree ☐ 1st doctoral degree

☐ Other (specify): _____

Does the student plan to live on campus? ☐ Yes ☐ No

Does the student plan to purchase a meal plan? ☐ Yes ☐ No

Eligibility Certification

Please initial each statement.

_____ I understand that participation is limited to employees, spouses, and dependent children who are admitted to a TAMIU degree program.

_____ I understand the benefit applies only to tuition and mandatory fees.

_____ I understand this benefit will be administered as an institutional scholarship.

_____ I understand the combined aid package may not exceed Cost of Attendance or institutional limits.

_____ I understand the benefit may be reduced if combined awards exceed allowable amounts.

_____ I understand unused benefits are forfeited and have no refund or cash value.

_____ I understand continuous academic eligibility is reviewed each term, and I will be required to complete and submit a new application for each term.

Required Signatures

Employee signature: _____ Date: _____

HR signature: _____ Date: _____

Employee and Family Education Benefit Program

Spring 2027

General Guidelines

- Benefit covers up to 50% of tuition and mandatory fees (housing or meal plans will not be eligible)
- Students must be fully admitted to TAMIU
- Employees must be employed full-time at TAMIU to be eligible for this benefit.
- Employees must be in good standing with TAMIU with satisfactory evaluations on file.
- Employees must apply and submit the application by the deadline to receive the benefit for the specific term.
- Employees are eligible for this benefit after the first day of employment at TAMIU
- Students must be in a degree-seeking program and enroll in courses that are required for the degree
- Transient, non-degree seeking, visiting, certificate-only, and summer only students would not qualify for this benefit
- Benefit will be posted as a scholarship to the student's billing statement for the approved term
- Scholarship will be considered a part of the student's financial aid package
- Benefit applied only to tuition and mandatory fees (housing or meal plan charges will not be eligible)
- No refund or cash value
- Students will need to complete a FAFSA or TASFA before benefit is applied
- There is no limit on the number of eligible family members
- There will be no stacking of waivers or other tuition discounts
- The approval process is owned by TAMIU Human Resources with cross functional review
- Human Resources will verify dependent and spouse eligibility. Employees are required to provide additional documentation, such as a birth certificate, marriage license, or other supporting records, to complete the verification process.
- Scholarship will be awarded with adherence to Title IV, EFA/COA, institutional aid, waivers, veterans' benefits and required federal/state reporting
- IRS rules will apply to the benefit (the University does not provide individual tax advice to participants and tax questions should be directed to a personal tax consultant)