



Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

Tuition Assistance Program Policy  
September 1, 2015

Pursuant to Texas Government Code Chapter 656, the Texas Department of Motor Vehicles policy for tuition reimbursement is provided below.

### **Purpose of Policy**

To provide support in the form of tuition assistance for eligible employees seeking self-improvement through college-level courses and standardized knowledge (CLEP) exams offered by accredited institutions of higher education.

The courses and exams, including online courses and courses not credited towards a degree, must result in college credit and provide knowledge and skills for the employee that are beneficial to the department and must be relevant to:

- The employee's current position; or
- Future career goals with the agency.

Participation in the Tuition Assistance Program is a privilege, not a right.

An agency-wide budget for tuition assistance may be established and administered by Human Resources. Budgetary considerations may restrict participation levels and reimbursement amounts. Employees are encouraged to exhaust all other funding sources prior to requesting tuition assistance (e.g. scholarships and grants).

Employees approved for TAP may flex their work schedule with supervisor approval and only if there is no impact to customers or work products.

### **Application for Tuition Assistance**

Applicants must complete the current version of the Tuition Assistance Application and Reimbursement form (Form 1941) and receive approval for participation in the TAP from their supervisor and Human Resources. The Executive Director must authorize all tuition assistance reimbursement payments.



Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

Tuition Assistance Program Policy  
September 1, 2015

## **Tuition Assistance Eligibility**

To be eligible for Tuition Assistance employees must:

- Be continuously employed for one year at the time of application;
- Be a full-time regular status employee;
- Maintain satisfactory job performance as documented in their current performance evaluation; and
- Have no disciplinary action during the six months prior to applying.

While participating in the TAP employees may apply for and accept other positions within the department. Transferring to another position or to a different division does not invalidate the participant's eligibility for tuition reimbursement.

## **Reimbursement**

Reimbursement for tuition and mandatory fees will be provided only if the employee receives college credits for the course or exam. The amount of reimbursement may be based on the average semester hour cost for Texas public colleges and universities as reported annually by the Texas Higher Education Coordinating Board. The participant will be responsible for paying the difference in cost.

Reimbursement will not be provided for optional fees, books or a course taken more than once.

Within four weeks of receipt of grades employees must submit to Human Resources:

- Grade report or transcript verifying course credit; and
- Itemized statement of tuition and mandatory fees paid by employee.

## **Tuition Reimbursement Service Commitment**

Employees who receive a TAP reimbursement must continue to work for the department for six months following receipt of the reimbursement. This service commitment begins on the first day of the month following the date of reimbursement.



Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

Tuition Assistance Program Policy  
September 1, 2015

An employee who terminates employment with TxDMV before completing the service commitment may be required to repay the department the amount of the reimbursements received within the 6 months prior to separation from the department.

### **Tax Liability**

The Internal Revenue Service may consider educational assistance taxable income. TAP participants are responsible for determining the effect of department educational assistance on their tax obligations.

### **Use of State Time and Equipment**

Employees may not use duty hours for attending classes, studying or other activities associated with the program. Employees may use state equipment for activities related to coursework during non-duty hours with supervisor approval.