

Employee Scholarship Program

Original Implementation: January 28, 2003

Last Revision: April 24, 2018

Employees of the university, their spouses and dependents are eligible to participate in the Employee Scholarship Program provided eligibility requirements are met. Detailed program and eligibility requirements can be found on the human resources website. The widow or widower and dependent children of an individual who died while employed at the university shall also be eligible for the Employee Scholarship Program.

Participation in the program does not supersede regular work responsibilities. See Employee Enrolling for Courses (12.4).

Benefits under the program are subject to the availability of specific funds in the university budget. The university is not required to make funds available in any given fiscal year.

The university complies with federal and state tax regulations governing any applicable taxability, tax reporting, and/or withholding of taxes on the Employee Scholarship Program. The value of any taxable tuition and fee benefits paid by the Employee Scholarship Program will be included as taxable income on the employee's annual Wage and Tax Statement (W-2) and will be subject to tax withholdings.

Cross Reference: Employee Enrolling for Courses (12.4)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: Employee Educational Assistance packet: <http://www.sfasu.edu/hr/115.asp>.

Board Committee Assignment: Academic and Student Affairs