# Employee Dependent Tuition Benefit Authorization Form

## Employee Dependent Tuition Benefit (EDTB) Program Requirements

- EDTB procedures are outlined in Board Policy DEB(Local), DK(Legal), and Texas Education Code 54.211.
- The EDTB Program waives tuition for qualified employee dependents for up to a total of 60 Collin College credit hours per eligible full-time dependent of full-time employees at Collin College.
- In the event the employee's Collin employment ends or changes to part-time prior to the start of classes, the student will be responsible for the full tuition charges. Dependents are not eligible to participate in future semesters following an employee's receipt of a Level 2 disciplinary action for the duration of the Level 2 (three years).
- **Employee dependents must be under 24 years of age and identified as a dependent in one of four ways: 1) Dependent is included on employee's state-sponsored health insurance; 2) Dependent is included on federal financial aid application (FAFSA); 3) Dependent status is indicated on IRS tax documents; or 4) Dependent status is indicated on other legal, government-issued or court-issued documents.**
- Participation in this program does not guarantee enrollment in any Collin College course. Enrollment is based on availability at the time of student registration.
- Students fall under the guidance of the Collin Student Handbook and the Code of Conduct while taking any Collin class associated with this procedure.
- A 2.0 minimum grade point average (GPA) is required for the tuition benefit to be approved for the future semester. Participants who fall below the Collin cumulative 2.0 GPA but raise their grades above a 2.0 without the tuition benefits(s) can become eligible for the EDTB program, once again.
- Waivers are nonrefundable and taxable to the recipient. These awards will be reflected on an annual 1098-T provided by the Bursar's Office to the student.
- This tuition waiver program is not retroactive. The waiver must be completed a minimum of one week prior to the posted Drop for Non-Payment deadline each semester. Tuition benefit approvals are only good for one semester and must be submitted for each semester as applicable.
- **HR will randomly select Employee Dependent Tuition Benefit Authorization Forms to audit on an ongoing basis. If selected during an audit, you will be required to furnish documentation indicating dependent eligibility. This must be submitted in person to the Training and Development Team (CHEC HR, Suite 339) within 15 calendar days of the initial email request for verification. Failure to provide required information by the deadline may result in removal from the program and repayment of tuition.**
- Please contact TrainingAndDevelopment@Collin.edu with any questions.

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## Process

1. The eligible employee dependent registers for classes.
2. The employee completes and emails this authorization form to TrainingAndDevelopment@Collin.edu at least one week before the posted Drop for Non-Payment deadline.
3. Once approved, Student Financial Services will waive tuition.

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## AUTHORIZATION REQUEST

### Eligible Dependent Student Information

Student First and Last Name:                    Student CWID:

### Employee Information

Employee First and Last Name:                    Employee CWID:

### *Employee Acknowledgment*

*I acknowledge all requirements identified above.*

*I certify that the above provided information is true and accurate to the best of my knowledge. I understand that requesting a tuition waiver for an ineligible party is in violation of Board Policy DH Local: Employee Standards of Conduct and may result in removal from the program and repayment of tuition.*

**Employee Signature:**                    **Date:**