



Collin Employee Scholars Program

The Collin Employee Scholars Program provides reimbursement of up to \$7,500 per year for tuition and required fees for up to ten (10) full-time Collin College employees to pursue job-related graduate degrees from regionally accredited non-profit and state institutions of higher education. The purpose of this program is to expand the employees' knowledge, skills, and effectiveness in accomplishing their role at Collin College.

Scholarship Eligibility:

- Employed by Collin College as a full-time employee
- A minimum of one year regular, full-time service with the college
- In good standing with no documented disciplinary action filed with human resources during the period of one year prior to scholarship application
- Acceptance into a graduate degree program in administration, an academic field of study, or other job-related field*

**The applicant must describe how the selected degree field is related to their current position and how it will benefit his/her performance and contributions. This is a factor that will be considered by the Selection Committee.*

Scholarship Selection Process:

All applicants for the Collin Employee Scholarship Program are evaluated by the Selection Committee (which is appointed by the District President from the Committee of the Whole), using the following criteria:

- length of service with Collin College,
- grade point average in most recent degree program,
- reason(s) for wanting to obtain a graduate degree,
- applicability of the graduate degree to his/her current position**,
- engagement at Collin,
- service to Collin beyond the scope of current position, and
- organizational needs within the college.

***Note: If an employee is seeking a graduate degree in hopes of a prospective assignment at Collin, this should be noted and described in the application. Preference is given to employees seeking to improve effectiveness in the current position.*

Employment Training Agreement:

To participate in the Collin Employee Scholarship Program, employees must sign an Employment Training Agreement and agree that if he/she voluntarily leaves full-time employment within the

period of the agreement, the employee will fund a scholarship to the Collin County Community College District Foundation, Inc. equal to 25% of the scholarship received to date.

Continuation of the Scholarship:

Collin Employee Scholars Program scholarship recipients must re-apply every year for the scholarship, noting progress made towards their degree during the previous year. Progress is defined as successfully completing (with a B or higher) three (3) or more courses per academic year (September through August.) Scholarships may be renewed for two additional years toward completion of the graduate degree through this scholarship program. A request to continue may be considered if scholarships are available.

To be considered for scholarship renewal, the employee must complete the re-application form in accordance with the applicable time line and submit the form for signatures to the appropriate Vice President and Executive Vice President. Approved applications are then forwarded, along with a copy of the most recent transcript that shows substantive progress toward completion of the degree, to the Director of Human Resources/Professional Development.

Process:

Action	Spring & Summer Scholarship Start Time	Fall Scholarship Start Time Lines
Applicants apply to the University. Upon acceptance, complete the Collin Employee Scholars Program Application, and submit the form to the Director of Human Resources/Professional Development. <i>NOTE: The Student ID number from the university must be on the application form</i>	September 1	May 29
The Selection Committee reviews the applications and submits a recommendation to the District President.	October 1	June 15
Applicants approved for the scholarship will be notified by the Director of Human Resources/Professional Development. Approved applicants must sign the Collin Employee Scholars Program Employment Training Agreement.	November 1	July 1
To obtain reimbursement of tuition and required fees, Applicants submit a copy of the University invoice reflecting tuition and fees paid, proof of payment, and grade report or transcript reflecting the completed course with a “B” or higher to the Director of Human Resources/Professional Development.	Submit the request for reimbursement within 45 days of receiving the term grade report.	

Application for Collin Employee Scholars Program



NOTE: Applicants must meet eligibility criteria upon application.

Please return this application form with a copy of your most recent transcript to the Director of Human Resources/Professional Development in the Human Resources Office by **September 1 for Spring/Summer Admission and by May 29 for Fall Admission.**

Application Date:		Collin Full-time Hire Date:	
Name:		University Student ID:	
Collin Supervisor:		University:	
Collin CWID:		Graduate Program:	
Collin Job Title:		Anticipated Graduate Program Completion Date:	
Collin Office Campus:			

ELIGIBILITY – check all that apply

- Employed by Collin College as a full-time employee.
- A minimum of one (1) year of regular, full-time service with Collin College.
- In good standing with no documented disciplinary action filed one (1) year prior to scholarship application.
- Acceptance into a regionally accredited university graduate degree program in a field of study related to the applicant’s Collin College job or prospective Collin College job*.

***Note: If an employee is seeking a graduate degree in hopes of a prospective assignment at Collin, this should be noted and described in the application. Preference is given to employees seeking to improve effectiveness in the current position.*

ACADEMIC PLAN AND PROGRESS:

List your academic plan for completing required graduate coursework (to a maximum of three years):

DATES	SEMESTER	COURSES TO BE TAKEN (course number/title)

COLLIN COLLEGE SERVICE AND INVOLVEMENT:

List your service to and involvement in the campus community that goes above and beyond the scope of your current position:

Collin College Service and Involvement	Length of Time

BENEFITS AND APPLICABILITY OF GRADUATE DEGREE:

Please attach a brief narrative describing why you are pursuing a graduate degree and how it will benefit your performance and contributions in your current role with Collin College.

Signature of Applicant

Date

Immediate Supervisor, please complete the section below:

Please describe below the employee’s performance, his/her contributions to the department, commitment to the college, and potential for future contributions to the college if the advanced degree is completed.

I support [] or do not support [] this application for a Collin Employee Scholars Program Scholarship.

Signature of Immediate Supervisor

Date

Vice President:

I support or do not support this application for a Collin Employee Scholars Program Scholarship.

Signature of Vice President

Date

Reviewed by Selection Committee on _____

Approved Not

Approved

Signature of Selection Committee Chair

Date

Signature of Executive Vice President

Date

Signature of District President

Date

Request for Tuition and Fees Reimbursement Collin Employee Scholars Program



To obtain reimbursement of tuition and required fees, submit this form along with the following documents to the Director of Human Resources/Professional Development at the Collin Higher Education Center within 45 days of receiving the term grade report. The reimbursement will be processed and direct deposited to the bank account on file in the college's Business Office.

- University invoice reflecting tuition and fees paid
- Proof of payment
- Grade report or transcript reflecting completed course(s) with a "B" or higher

Participant Name:	CWID:
Department Name:	Office Phone:

Employee Signature

Date

EMPLOYMENT TRAINING AGREEMENT

Collin Employee Scholars Program



This Agreement to provide Employment Training (the “Agreement”) is entered into by and between Collin County Community College District (the “College”) and _____, an employee of the College (the “Employee”). This Agreement is separate and distinct from any employment contract entered into by the Employee and the College. The Training is an additional benefit provided by the College that is not guaranteed by the employment contract.

In consideration of the College providing the Employee the opportunity to participate in the Collin Employee Scholars Program (employment training) program from _____, 20____ to _____, 20____ (the “Training”), the employee agrees that if he/she voluntarily leaves full-time employment within the period of the agreement, which is three hundred ninety-six (396) work days [18 months] of the completion of any part of the Training (“Required Work Period”), the employee agrees to fund an annual scholarship to the Collin County Community College District Foundation, Inc. equal to 25% of the Collin Employee Scholarship Program scholarship funds received to date from the College.

The Employee agrees that the College may deduct the “Scholarship” from the Employee’s last pay check. In the event that the amount of the Employee’s last pay check is insufficient to fund the “Scholarship,” Employee agrees that the difference shall be paid to the College within 30 days of written notice that Employee’s last pay check was insufficient to fund the “Scholarship.” The Employee further agrees that his/her failure to pay the “Scholarship” amount in the time specified in this Agreement, provides the College the right to pursue any and all remedies available to it under law.

The validity, nature, obligation and effect and the interpretation of this Agreement, or any of the terms and conditions hereof, and any and all questions arising hereunder or in connection herewith, shall be governed by the laws of the State of Texas.

This Agreement shall be performable in Collin County, Texas.

This Agreement constitutes the entire agreement of the parties regarding reimbursement for employment training. No other agreements, oral or written, pertaining to the performance under this Agreement exists between the parties. This Agreement can be modified only by an agreement in writing, signed by both parties.

SIGNED this _____ day of _____, 20_____ .

By:

Employee Signature

Name Printed: _____

Title: _____

Vice President, Human Resources Signature

Name Printed: _____

Date: _____

Comparative Graduate Tuition and Fees for Regional State Universities:

University	2016-2017 Graduate Tuition and Fees	
	9 graduate semester hours (1 course per semester)	18 graduate semester hours (2 courses per semester)
University of Texas at Dallas	\$8,280*	\$16,560
University of North Texas	\$4,273	\$8,546
Texas Woman's University	\$3,937	\$7,874
Texas A&M Commerce	\$3,417	\$6,834
University of Texas at Arlington	\$3,900	\$7,800

* At UTD, the figures referenced are tuition only. Required fees are dependent upon the specific graduate program.