

BRAZOSPORT
COLLEGE
EMPLOYEE
SCHOLARSHIP
PROGRAM

The following regulations are established for the administration of the employee scholarship program:

1. Full-time employees, their spouses, and dependent children are eligible for benefits provided through the employee scholarship program.

Retired employees of the college (as defined by state guidelines) shall be eligible to participate under this policy.

2. For dependents of full-time employees, the college will pay tuition and required fees for up to 60 college-level credit hours required to complete a Brazosport College Associate degree/certificate(s) and/or 60 college-level credit hours required to complete a Brazosport College Bachelor's degree. Dependents may not repeat the same college-level course unless prescribed in the declared degree. Dependents with a conferred Associate's degree are not eligible to participate in the scholarship program for another Associate's degree. Dependents with a conferred Bachelor's degree are not eligible to participate in the scholarship program for an Associate's degree or another Bachelor's degree.
3. Any course work of a transitional nature that is required to establish entrance level competence will also be included in the scholarship program.
4. For the purpose of this policy, a dependent child is a natural or legally adopted child of the employee, the natural child of the employee's spouse, or a child for whom the full-time employee is legal guardian. In order to participate, dependent children must be under the age of 25 years and unmarried.
5. a. Full-time employees may enroll in up to two credit courses (maximum of 8 credit hours) each semester (Fall, Spring, or Summer) with a maximum of no more than six courses in an academic year. Eligibility includes only courses offered at Brazosport College (e.g., two three or four credit hour course per long semester or one three or four credit hour course per eight week term). Credit courses may be selected from associate level degree offerings and/or baccalaureate level degree offerings. The courses may be for credit or for personal enrichment of the individual even though such a course may not fall within a certificate or degree program. Certain non-credit courses may be designated ineligible for enrollment through this program

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by the President. Courses taken under this policy may not be used for advancement on the college salary schedule.

- b. For non-credit courses, the amount of the employee scholarship shall be limited to an amount not to exceed the cost of the non-credit course up to \$50. An employee is not eligible for additional scholarships when using the Employee Scholarship Program. If an employee takes a non-credit course at the request of the college, the President may approve payment for the total cost of the course.
6. All participants in the scholarship program must meet satisfactory progress standards as outlined elsewhere in these regulations.
7. Scholarships for non-credit course tuition and fees will be restricted to full-time employees of the college.

APPLYING FOR
SCHOLARSHIPS

Procedures for applying for scholarships are as follows:

1. All applicants must apply for the employee scholarship program through the Financial Aid Office. In cases where a schedule change is desired after a scholarship application has been approved, the recipient should also be referred to the business office.
2. In order for dependents to be certified by human resources, the employee must provide that office with a list of his or her qualified dependents on appropriate forms provided by human resources.
3. Employees who enroll for courses through employee scholarship program are not eligible for remuneration under the conditions of educational growth credits.

SATISFACTORY
PROGRESS

Satisfactory progress means satisfactorily completing a specific portion of courses attempted each semester. A cumulative grade point average of 2.0 or higher must be maintained. (4.0 = A, 3.0 = B, 2.0 = C, 1.0 = D)

1. Full-time students (those enrolled for 12 or more semester hours) must remain enrolled in, and receive credit for, at least 9 hours during a semester.
2. Three-quarter time students (9-11 semester hours) must remain enrolled in, and receive credit for, at least 6 hours during a semester.

3. One-half time students (8 or fewer semester hours) must remain enrolled in, and receive credit for, at least 3 semester hours or the number of hours of the course attempted, if taking only one course.
4. College employees who enroll for non-credit courses must attend no less than 75% of the scheduled class meetings and must progress at a satisfactory rate as determined by the instructor.

Scholarship recipients who fail to make satisfactory progress shall not be eligible for further scholarships under this program. To re-establish eligibility the student must do one of the following:

1. In a subsequent semester, complete at his or her own expense, the number of credit hours by which he or she fell short of meeting the standards. If satisfactory progress is not attained in a non-credit course, the student must complete satisfactorily a comparable non-credit course at his or her own expense.
2. Repay the scholarship account for all expenses incurred. In instances where the employee withdraws from a class during a refund period, repayment will include the amount remaining after the appropriate refund has been made.

Exceptions to the satisfactory progress requirements may be made at the discretion of the college president. Circumstances that may warrant exceptions include, but are not limited to:

1. Extended medical confinement.
2. Other absences beyond the student's control.
3. Serious illness or death of a member of the student's immediate family.

To be considered for an exception, the student must make a written appeal to the college president. Corroborating statements may be required.