

Employee Education Assistance - Texas A&M-RELLIS Form

Instructions: This program provides assistance for TAMU System courses taken in person on the RELIS Campus. An employee seeking to apply for the Employee Education Assistance Program - RELIS must submit the application form for the semester in which they are seeking assistance within the application window.

Application Window

Semester	Application Opens	Application Closes
Fall	June 1	August 1
Spring	November 1	January 12
Summer	April 1	May 15

Employee Information

1

Semester Assistance is Needed *

Spring 2024

Fall 2024

Summer 2024

2

Employee UIN *

3

First Name *

4

Last Name *

Employment Information

5

Employing Institution *

6

Employee Title

7

Employee Department *

Academic Information

8

Degree Program *

9

University Name *

Employee Acknowledgement(s)

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I acknowledge and attest to the following: *

I hereby certify that education assistance provided by the Texas A&M University System for my educational expenses are job-related because the course or courses taken will maintain or improve upon skills needed for my current position/employment.

I further certify that I (1) have been admitted to a Texas A&M University System institution in a degree-seeking program AND (2) am enrolled in courses at the RELIS Campus pertaining to that undergraduate or graduate degree program (excludes distance education programs).

I further certify that I am budgeted at least 50% effort and have a minimum of 12 months of service in a full-time, budgeted professional staff or academic professional track faculty title (non-tenure track) at an A&M System university, agency, or System office prior to the census date of the semester in which I am enrolling and receiving the education assistance benefit. (Hours worked in a student title at Texas A&M will count in the 12 months of service requirement.) Under penalty of perjury, I affirm the above information is true and accurate.

I understand that as a recipient of the Employee Education Assistance Texas A&M-RELLIS Program, I cannot also receive (am ineligible for) the following for the same semester: Doctoral Education Assistance, Employee Tuition Assistance, tuition and fees funding from a department/office or academic department, nor waivers/exemptions.

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Employee Signature *

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Date *

Application form should be submitted via email to VPHROE-HR-ES@tamu.edu.