

Employee Tuition Reimbursement Program

Effective Spring 2025 forward:

- New Application for Employee Tuition Reimbursement Program
- Reimbursements for UHCL courses only
- Must maintain a cumulative GPA of 2.0 undergraduate and 3.0 graduate
- Reimbursements will cover designated tuition only
- Tuition reimbursement will be disbursed through the UHCL Financial Aid Office

Provisions:

- Courses taken under this program shall be part of a degree program at the University of Houston Clear Lake. Requests for reimbursement for courses taken at other universities, including other system universities, will not be approved.
- Reimbursements shall be approved on a first come first served basis while funds are available.
- Reimbursement shall be for designated tuition only.
- Tuition covered by external governmental funding will not be covered.
- Must be in an active employment status at time of disbursement.

Eligibility:

- The employee must submit the Tuition Reimbursement Application Form by the indicated semester deadline.
- The minimum enrollment requirement is three credit hours towards a degree-seeking program at the University of Houston-Clear Lake.
- Qualifying employees must be full-time, benefits-eligible with 6 months of employment with UHCL and not be on a Performance Improvement Plan.
- Qualifying employees must be in good academic standing, not on academic probation or suspension and maintain a cumulative Grade Point Average (GPA) of 2.0 for undergraduate and 3.0 graduate.
- Qualifying employees must be in good financial standing within the UH System.

Application Process:

- The employee must complete the Tuition Reimbursement Application Form (coming soon) by the indicated semester census date - varies per semester.
- The employee must go through the regular admission processes and meet the relevant university admission requirements, including meeting semester application and credential deadlines.
- If approved or denied, the employee will receive an email from the Office of Human Resources.

Payment Process:

- After the semester ends and grades have been posted, Financial Aid will verify the grade requirements (C or better for undergraduate courses and B or better for graduate courses) and disburse payments.

The choice is clear.

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