

Policies of the University of North Texas	Chapter 5
05.017 Training and Development—Educational Scholarships	Human Resources

Policy Statement. UNT is committed to providing its employees the opportunity to further their education or professional development or to improve their job skills, concurrently with regular employment. In order to aid employee recruitment, development, and retention the University will provide opportunities for scholarships for employees, university retirees, and their dependents.

Application of Policy. Employees, their dependents, and university retirees

Definitions.

1. **Dependent.** “Dependent” means the legal spouse of an employee; unmarried child under 26 years of age including the natural child of an employee; a legally adopted child; a stepchild, foster child, or other child who has a legally recognized parent-child relationship with the employee; or any child, regardless of age, who lives with or whose care is provided by an employee on a regular basis if the child is physically or mentally disabled to such an extent as to be dependent on the employee for care and support.
2. **Employee.** “Employee” means an individual who is employed part-time, or full-time, or in a temporary capacity as faculty or staff. The term employee does not include individuals who are required to be a student as a condition of their employment.
3. **Retiree.** “Retiree” means having retired from the UNT, including faculty on modified service, in accordance with Human Resource policies at UNT.

Procedures and Responsibilities.

- I. Employees who wish to enroll in courses at the UNT must meet university admission requirements and application deadlines. Employees should refer to the Admissions Office for all applicable requirements.
- II. Employees who wish to audit courses should refer to Student Accounting and University Cashiering Services for requirements.
- III. Time off from work to attend class must be approved in advance by the department head who has the authority to approve absence from work, unless another designee has been assigned by the division Vice President or the President.
- IV. Requests for employees to enroll in or audit more than one course per semester during regular work hours must be approved by the division Vice President or the President.
- V. Employees, retirees, and dependents may be eligible for scholarships, based on current criteria for scholarship eligibility. All eligibility requirements are maintained and administered by Student Accounting and University Cashiering Services.

References and Cross-references.

[Student Accounting and Cashiering Services Website](#)
[Office of Admissions Website](#)

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