



Doctoral Education Assistance Program Application

INSTRUCTIONS: An employee applying for the Doctoral Education Assistance Program must submit a new application prior to each semester. Applications must be submitted by the following dates:

- Spring Semester deadline – January 2
- Summer Semester deadline – May 15
- Fall Semester deadline – August 1

Employee Information:			
Employee UIN	First Name	Last Name	
Job Title	Employing Agency	Employee Unit	
Academic Information:			
University Attending		Name of Degree Program	
Current Semester Year			
Current Semester	Fall	Spring	Summer

Employee Acknowledgements*

I hereby certify that graduate tuition and fee waivers provided by The Texas A&M University System for my educational expenses are job-related because the course(s) taken will maintain or improve upon skills needed for my current position/employment.

I further certify that the course(s) taken are not needed to meet the minimum educational requirements of my present job, nor are they part of a program of study that can qualify me for a new trade or business.

I further certify that (1) I have been employed for a minimum of 12 months in a full-time, budgeted professional staff position OR a full-time budgeted faculty position for no less than two long semesters at a A&M System university, agency, or System office each semester while in the program, and (2) I am admitted to a doctoral program at an A&M System university, and I am in good standing in that program and making progress towards degree completion. Under penalty of perjury, I affirm the above information is true and accurate.

I understand that as a recipient of the Doctoral Education Assistance Program I am not eligible to concurrently receive additional tuition and fees funding from my department/unit or academic department, nor waivers or exemptions. Furthermore, I understand that funding eligibility for the Doctoral Education Assistance Program is limited to six consecutive years following the initial tuition and fees payment. Extenuating circumstances may be reviewed for consideration by AgriLife Human Resources.

**Completion of the doctoral program does not guarantee a promotion and/or different role at The Texas A&M University System, university, agency, or System office.*

Applicant's signature	Date
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Supervisor to complete information below:

Does the applicant have at minimum a "Meets Expectations" performance evaluation on file? Yes No

Is the applicant enrolled in a doctoral program consistent with the mission of the employing unit? Yes No

Supervisor's name	Supervisor's signature	Date
Reviewed by AgriLife HR (name)	HR Reviewer's signature	Date
Director or designee's name	Director or designee's signature	Date

Supervisors, return form to your unit Human Resources Contact to route for final approval.

**Unit HR Contacts, submit form through Laserfiche to:
Work in Progress – HR**

Additional information may be found on AgriLife's website at: [Employee Doctoral Education Assistance Program](#).

For questions regarding this program, contact:

**AgriLife Human Resources
979-845-2423**