

EHEP - FREQUENTLY ASKED QUESTIONS

1. What's the difference between job-essential and career development?

"Job-Essential" courses provide required skills or specific knowledge for an employee's current job.
"Career development" courses are undertaken as part of a degree program leading to HCC Associate Degree, HCC Certificate, Bachelor, Master, or Doctorate Degree, or an industry-approved Professional Certification.

2. If my department pays the fees for my certification courses, can I also apply for reimbursement under EHEP?

No.

3. Who determines if a course falls under the Job-Essential Track or the Degree Track?

The employee's supervisor and the employee together base their decision on the needs and duties of the job.

4. Are non-credit Continuing Education courses included?

Only if they are part of an industry-approved Professional Certification program.

5. How do I apply?

Applications are available online. Type **myhcc** in your browser address bar > click on **Human Resources** (under Administrative Resources) > **Employee Learning & Organizational Development** (under HR Depts) > **Tuition Reimbursement – EHEP** (under Employee Training & Development).

Deadlines for completed applications are midnight CST on:

July 22 for Fall Semester (class dates between Aug. 15 – Dec. 31)

December 1 for Spring Semester (class dates between Jan. 1 – May 31)

May 8 for Summer Semester (class dates between June 1 – Aug. 14)

(If the deadline falls on a weekend or holiday, the applications will be accepted on the next business day after the deadline.)

6. If I'm a secretary, may I take a course in art?

Under the Job-Essential Track, the answer is "No," because it is not related to your present position.
Under the Degree Track, the answer is "Yes," if the course is part of a degree plan.

7. I am a faculty member. Do I get release time to take a course?

No. Course hours should be arranged during non-instructional time.

8. If I drive to another campus for class, will I receive travel allowance?

No.

9. What happens if I get a grade of "D" or "F" in a course I'm taking under EHEP?

You will be ineligible for EHEP reimbursement that semester.

10. What if my course costs more than the reimbursement amount?

The reimbursement amount is limited to the fixed flat rate and the maximum lifetime benefit of \$10,000 per employee. The difference will have to be covered by the employee.

11. Are part-time employees eligible for EHEP?

No. This program is a benefit offered to full-time employees only.

12. Does either track allow for Distance Education courses?

Yes. Distance Education courses are considered the same as any other course.

13. How do the following fit into the EHEP: Second Start, Flexible Entry, Continuous Enrollment, Distance Education, and the Holiday Mini-Term?

All college credit courses under these programs qualify for the EHEP.

14. Are there different deadline dates for courses under Second Start, Flexible Entry, Continuous Enrollment, Distance Education, and Holiday Mini-Term?

The same deadlines apply to courses under these programs. The application deadlines are midnight CST on:

July 22 for Fall Semester (class dates between Aug. 15 – Dec. 31)

December 1 for Spring Semester (class dates between Jan. 1 – May 31)

May 8 for Summer Semester (class dates between June 1 – Aug. 14)

(If deadline falls on a weekend or holiday, the applications will be accepted on the next business day after the deadline.)

15. What if I get all the paperwork done and signed on time, but my supervisor doesn't send it in on time?

It is the employee's responsibility to make sure all required paperwork is turned in by the deadline. Applications will not be accepted after the deadline.

16. Will you accept faxes?

Yes. Fax your EHEP Application and documentation to 713-718-8621.

17. What if I'm approved under the program and the class doesn't make? Can I substitute another course?

Yes, if all three of the following provisions apply: (1) you were approved for EHEP Track II, pursuing Certificate/Degree/Certification, (2) the new course is on your degree plan, and (3) you completed the EHEP [Change of Course Form](#) and submitted it to the HR/ELOD office no later than two weeks after the start date of your approved course, which is listed on your EHEP Notification Memo. You will be ineligible for reimbursement if ELOD does not receive the completed Change of Course Form within those two weeks.

18. Are developmental classes allowed under EHEP?

Yes, if they are part of a degree plan.

19. Can an employee apply if they are on a sabbatical?

Yes.

20. What if I'm accepted into the EHEP and I never register or take the class?

Notify the HR/ELOD office in writing that you are withdrawing from the program for that semester by emailing ELOD@hccs.edu as soon as possible.

21. What should I do if I cannot determine my course schedule before the EHEP Application deadline date? Will I miss out on the EHEP for this semester?

Submit the [EHEP Application](#) and all documentation by the deadline date, specifying the course you think you will take. If you end up enrolling in a different course, the new course must be on your degree plan AND you must complete the EHEP [Change of Course Form](#) and submit it to the HR/ELOD office no later than two weeks after the start date of your approved course, which is listed on your EHEP Notification Memo. You will be ineligible for reimbursement if ELOD does not receive the completed Change of Course Form within those two weeks.

22. I'm finishing my Bachelor Degree in December and want to continue taking courses toward my Master Degree in the Spring Semester. However, because of the timeline to receive final transcripts and receive official notification of acceptance into the Master Degree program, I cannot meet the EHEP Application deadline. What can I do?

Submit the [EHEP Application](#) for the Spring Semester. If there is a reasonable expectation that you will receive official acceptance into the Master Degree program during that semester, the EHEP Application can be approved pending receipt of the required documentation (letter of acceptance and degree plan) before the end of that semester.

23. What if I still have questions regarding the Employee Higher Education Program?

For quickest response, email your questions to ELOD@hccs.edu.