



TUITION REDUCTION INCENTIVE PROGRAM (TRIP) for DEPENDENTS AND SPOUSES

POLICY

Spouses and dependents of eligible employees who meet the program requirements are eligible for a 50% reduction in tuition for University degree programs. The Tuition Reduction Incentive Program (TRIP) will pay no more than 50% of the tuition charges. The TRIP benefit does not include books, supplies, fees or room and board.

ELIGIBILITY

The employee must be eligible for Michigan Tech's Employee Education Program.

To be eligible, the spouse and/or children must be a dependent of the employee.

If an employee has opted out of Tech's health insurance because their spouse has medical coverage through another employer and can provide proof of dependency, the employee's dependent would be considered eligible.

If an eligible child has more than one eligible parent working at Tech, he or she is eligible for only one TRIP benefit. The student is not eligible for more than 50% tuition reduction through this program.

If you are eligible for the Employee Education Program, you are not eligible for the TRIP benefit.

Dual enrollment and non-dual enrolled (high school) students are eligible for the TRIP benefit. The TRIP benefit plus the high school contribution will not exceed actual tuition and related fees.

Students studying abroad will be eligible if the tuition is paid to Michigan Technological University only. The TRIP benefit only applies to the credit hour portion of the total study abroad bill.

Graduate students who are eligible for the TRIP benefit and who receive graduate support shall not receive a TRIP benefit that exceeds the student's portion of actual tuition and tuition related fee costs.

EXTENUATING ELIGIBILITY

Spouses and dependent children of eligible employees on approved leave of absence, not to exceed one year, will continue to be eligible for the TRIP benefit.

Eligible employees who are on active military duty will be eligible to participate in the TRIP benefit.

The spouse and dependent children will retain eligibility, until completion of their current degree program if their admission date is prior to:

1. the death of the eligible employee.
2. the eligible employee becomes qualified for long term disability.
3. the retirement of the eligible employee.
4. the layoff of the eligible employee.

TRIP recipients named above must provide proof of dependency every year such as proof of health insurance coverage under parent or current copy of tax return.

ENROLLMENT AND ADMISSION REQUIREMENTS

Student applicants must be admitted or readmitted to Michigan Technological University in accordance with the normal requirements for admission and readmission. The student is responsible for all fees, books, room and board.

Students continue to be eligible as long as they meet the academic requirements for Michigan Tech attendance under the Dean of Student Affairs Scholastic Standards Policy.

REFUND

If the student drops courses or withdraws from the University during the refund period, any credit applicable to the TRIP benefit will revert back to the University.

TERMINATION OF THE TRIP BENEFIT

Except as stipulated, the TRIP benefit will be discontinued at the conclusion of the semester during which the employee or student becomes ineligible or employment is terminated, or ROTC member is reassigned.

TAXABILITY

This benefit may be taxable to the employee.

PROCEDURES

A TRIP application form can be obtained from and returned to the Benefits office. The form is to be signed by the eligible employee and student. One application form is to be completed for each student **each year** the student is enrolled in the undergraduate, Masters degree or Ph.D. program

Depending on your beginning term of enrollment, the form is due in the Benefits Office no later than:

- Fall Semester: July 1
- Spring Semester: December 1
- Summer: April 1

If your application is turned in late, you may be responsible for paying your tuition bill with your own resources. After your application is processed, your account will be credited.

TRIP benefits will not be paid if the TRIP application is submitted later than six (6) months after the beginning of the semester.

After the eligibility of the employee has been verified by the Benefits Office, a copy of the application is sent to the Financial Aid Office for student eligibility approval.

The Financial Aid office will:

- Check to see if the student is registered and has **scheduled classes**.
- Enter a TRIP resource amount in the student's financial aid record.
- Return completed application to the Benefits Office with TRIP benefit dollar amount designated.

The Accounting Office will make the TRIP adjustments to the student's account.



APPLICATION
TUITION REDUCTION INCENTIVE PROGRAM (TRIP)

(Application for the TRIP benefit must be filled out each academic year)

Employee's Name: _____ ID#: _____

Academic Year: 2010-2011 2011-2012 Other _____

Employee's Department: _____ Phone: _____

I certify that the dependent named below is my spouse, minor child; or my dependent child who is **unmarried, legally residing with me, and is chiefly dependent upon me for support and maintenance**. I agree to notify the Benefits Office immediately of any change in status with my dependent. I understand that if any TRIP benefits are paid after the dependent becomes ineligible, I will be liable to repay the University for benefits received.

Employee's Signature: _____ Date: _____

Student's Name: _____

Student M#: _____ Student's Date of Birth: _____

Phone: _____ Relationship to Employee: _____

- Undergraduate Masters PhD

Please Check: Full-time Part-time

If full-time, please check. If part-time, please check **and** indicate the number of credit hours on the line provided.

Summer 2011 _____ Spring 2012 _____

Fall 2011 _____ Summer 2012 _____

Check if Dual Enrolled (**Must attach approval letter from High School**)

Student's Signature: _____ Date: _____

The above named employee is eligible for the TRIP benefit.

Benefits Office Signature: _____ Date: _____

TRIP Benefit: \$ _____ for Fall Semester
 \$ _____ for Spring Semester
 \$ _____ for Summer

Financial Aid Signature: _____ Date: _____

For Benefits Office Use Only
Copy of completed form to be sent to Accounting Services and Financial Aid Dept.