



EMPLOYEE EDUCATION PROGRAM

POLICY

Eligible Employees who meet the program requirements may take classes at Michigan Tech and tuition and lab fees will be waived. Because the benefit varies depending on your status, you should contact the Benefits Office for details.

Employees are responsible for the cost of books, supplies, equipment, and penalties. If you successfully complete the course(s) with a passing grade (credit or audit), the University will cover your tuition charges.

Remote employees refer to the policy on the Benefit web site under Education Benefits

ELIGIBILITY

- You must be in active employment of the University for the entire duration of the course
- a regular, full-time, exempt employee--2 courses/semester
- a regular full-time, non-exempt employee--2 courses/semester
- full-time equivalent of .75 or greater (but less than 1.0)--pro-rated basis
- UAW and AFSCME members refer to their contracts for qualifying credits

ENROLLMENT AND ADMISSION REQUIREMENTS

In general, you must receive your supervisor's permission to take a course, meet the requirements of eligibility, and be subject to the general regulations and course prerequisites published in the current catalog.

TERMINATION OF THE EDUCATION BENEFIT

Tuition must be reimbursed for any courses failed, dropped, or taken during a term in which you cease to maintain active employment status. If circumstances beyond your control prevent you from successfully completing the course(s), notify Student Records and Registration in the Administration Building.

TAXABILITY

This benefit may be taxable to the employee if the graduate classes are above the IRS limit - refer to the Tax & General Accountant in accounting services.

PROCEDURES

Discuss and receive permission from your supervisor to take the course(s). Once you have approval, the remaining process is very simple.

1. If you have not previously taken classes at Michigan Tech, fill out an application for admission (Admissions Office, Administration Building). If you have had a break in enrollment, you must be readmitted by Student Records and Registration.
2. Register for courses (after being admitted or readmitted). Identify yourself as a staff member. Registration priority is based upon total credits earned.
3. Your bill must be signed and dated by your supervisor. The bill must then be approved by a representative of the Benefits Office. The Cashier's Office must then validate your bill by the due date to avoid late charges.
4. If you qualify for the employee education program as well as the Senior Citizen or a Tribal tuition program, Michigan Tech will apply the benefit as an employee before applying the applicable benefit.
5. Summer Semester will be treated as one semester (not as Track A and Track B). If you take classes in the summer, the benefit will be applied as one semester and will not apply to both Track A and Track B.