

## TUITION WAIVER GUIDELINES

The Tuition Waiver program is designed to enable eligible employees, their spouses, and their dependent children to enroll in courses at Eastern Michigan University with reduced tuition or no tuition charges. Documentation may be required in order to verify the relationship of the dependents, if they are not already listed as spouse/dependents on the employee’s medical or dental plan.

### Eligibility

The tuition waiver program requires that the employee, spouse or dependents are accepted and registered for classes prior to applying for the tuition waiver program. Eligibility to receive the tuition waiver is determined by the employee’s e-class and current date of hire for each employee.

Employee E-class	Eligibility	Spouse / Dependent Eligibility
AC/AH/AP/CA	Term following date of hire	Term following date of hire
CS/FM/PE/PT	Term following probationary period (waived for CSs taking word / computer classes)	Term following date of hire
CP/FA/LE/PS	Term following one year of employment	Term following date of hire
LL (Part Time LE)	Term following one year of employment	Not Eligible

- During layoffs, employee and dependents will continue to be eligible for the tuition waiver until the end of the semester.
- If part of the VWSA program, employee’s tuition may revert to part-time, based on their appointment percentage.
- At termination, employee, spouse and dependents eligibility for tuition waiver ends immediately

### Tuition Benefit

This program reimburses eligible employees only for tuition expenses not covered by any other source of educational assistance. Books, supplies, and fees (such as registration, graduation, library, student activities, lab fees, and all other mandatory fees) are not covered under this program.

The tuition waiver benefit normally differs based on several factors:

- Employee vs. Spouse/Dependents
- Undergraduate vs. Graduate vs. Doctoral studies
- Employee’s Collective Bargaining Agreement
- Employee’s appointment – Full-time vs. Part-time (**Employees working at less 100% get a reduced benefit; employees less than 50% appointment do not have access to this benefit.**)

Status	Fall	Summer	Winter
Full Time (100% appointment)	Up to 6 Credit Hours	Up to 12 Credit Hours	Up to 6 Credit Hours
Part Time* (50% - 99% Appt.)	Up to 3 Credit Hours	Up to 6 Credit Hours	Up to 3 Credit Hours
Spouse / Dependents	Undergrad 50%	Undergrad 50%	Undergrad 50%

\*Part Time Lecturers (LL) can take credit hours similar to full-time LE, but tuition is covered at 50%. Spouses and dependents of Part Time Lecturers are not eligible for tuition benefits.

Employees are normally required to take classes outside of their working hours. However, if the class meeting time falls during the normal workday, the **Working Hours Exception Agreement** must be signed by your supervisor and submitted with the application for tuition waiver.

## Tuition Waiver Process

1. Apply and receive acceptance at Eastern Michigan University in advance
2. Register for class(s) in advance
3. Complete, sign, and submit the **Tuition Application Waiver** form to the Benefits office prior to the “100% drop” deadline, announced in the Class Schedule for each semester. You can check the 100% drop deadline at: <http://www.emich.edu/registrar/calendars/datesanddeadlines.php>  
Applications are normally accepted as follows, prior to “100% Class Drop” deadline:
  - Fall: July 15 – September 15
  - Winter: November 15 – January 15
  - Summer: March 15 – August 15
4. Title of courses and number of credit hours must be listed on all applications. Retain a copy of the submitted waiver application for your records.
5. The tuition waiver must be requested for every academic period for the number of credits you would like to take, up to your applicable allowed maximum.
6. Log into your E-Bill to verify that your tuition waiver credit was applied to your account after submitting your application. Please contact the Benefits or Student Business Services if credits have not been applied within eight business days. Missing information may delay processing.  
**Note:** Spouses and dependents must pay their 50% of tuition plus fees by the first day of the semester in order to avoid installment and/or late fees.
7. Employers are required to tax any tuition waiver amount exceeding \$5,250 per calendar year for graduate and doctoral level classes. Federal, State and FICA taxes will be posted on your paycheck over several pay periods at the end of each calendar year. Tax withholdings will be calculated by Payroll based on several factors including W-4 elections and regular annual salary. The university cannot provide employees with information specific to employees' tax withholdings. A tax advisor should be consulted for further information about taxation.

**NOTE: Participation in the tuition waiver program is not automatic. Employees, spouses, and dependents must take action each semester to use the waiver for any course(s).**

## Financial Aid and the Tuition Waiver

- The tuition waiver benefit is separate from financial aid. If using financial aid in conjunction with a tuition waiver, please inform Financial Aid and Student Business Services so they can coordinate and apply both to your E-Bill in the proper order.
- If you are a Graduate Assistant or Doctoral Fellow, your tuition is paid through its own program, not the tuition waiver program. Please contact the Human Resources Office for details.
- A loan which must be paid back is not considered financial aid and can be combined with tuition waiver.

**It is the responsibility of all employees using the Tuition Waiver benefit to know and understand the policy and procedures related to the Tuition Waiver. Additional details related to this benefit can be found in the Collective Bargaining Agreement for each e-class.**

## EMPLOYEE APPLICATION FOR TUITION WAIVER

AC  AH  AP  CA  CP  CS  FA  FM  LE  LL  PE/PT  PS

Employee's Name \_\_\_\_\_ E-ID# \_\_\_\_\_

Home Address \_\_\_\_\_ Date of Hire \_\_\_\_\_

Employee's Department \_\_\_\_\_ Phone Number \_\_\_\_\_

Percentage of Employee Appointment:  Full Time (100%)  Part Time (less than 100%)

**APPLICATION FOR TUITION WAIVER FOR CALENDAR YEAR:** \_\_\_\_\_  Fall  Winter  Summer  
(A new application is required for each term.)

Name of Class	Number of Credit Hours	Undergraduate/ Graduate/ Doctoral
<b>Total Number of Credit Hours:</b>		

Please note:

- Classes held during normal working hours require completion of the enclosed **Working Hours Exception Agreement**.
- Changes in credit hours requested must be made in writing to the Benefits Office prior to the end of the semester.
- Failure to submit an application for approval before the 100% Drop Deadline will forfeit eligibility for that term.
- It is employee's responsibility to review the guidelines prior to submitting an application for tuition waiver.

**PAYROLL AUTHORIZATION - IMPORTANT, READ BEFORE SIGNING:**

I hereby agree that tuition waiver benefits are contingent upon my acceptance of the terms, conditions and limitations listed herein, and completion of all courses for which I register. Tuition waiver benefits will be forfeited and I authorize the University to deduct from my salary an amount equivalent to the cost of tuition for any course(s) for which waiver is granted **if:**

1. I fail to achieve a grade of "C" or above for undergraduate level courses, "B" or above for graduate or doctorate level courses, or "Pass" for courses utilizing the "Pass/Fail" option. (Grades of "C-" and "B-" are unacceptable.)
2. I receive a mark of "Incomplete" ("I") and I do not convert this mark to a passing grade within one calendar year, following termination of the semester in which the course was taken. Doctorate courses (EDLD 895-900) may be exceptions to this policy; upon the completion of your dissertation, you must provide the Benefits Office with evidence of the successful conversion to a passing grade.
3. I receive a mark of "In Progress" ("IP") and/or "No Grade" ("N") and I do not convert this mark to a passing grade or an "Incomplete" within one semester following termination of the semester in which the course was taken.
4. I withdraw from my course(s) after the date specified in the Class Schedule Book for a 100% tuition refund.
5. I voluntarily terminate from active employment prior to the completion of the semester for which I was enrolled.

I understand that in the event a payroll deduction must be made as herein provided, the University will collect an amount not to exceed 25 percent of the gross amount of my regular pay check every pay period until the full amount is collect, unless I terminate my employment, in which case the entire amount may be deducted. I also understand that the tuition waiver benefit may be subject to taxation per IRS regulations.

**Signature of Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**SPOUSE / DEPENDENT APPLICATION FOR TUITION WAIVER**

AC  AH  AP  CA  CP  CS  FA  FM  LE  LL  PE/PT  PS

Spouse/Dependent's Name \_\_\_\_\_ E-ID# \_\_\_\_\_

Employee's Name \_\_\_\_\_ E-ID# \_\_\_\_\_

Home Address \_\_\_\_\_ Date of Hire \_\_\_\_\_

Employee's Department \_\_\_\_\_ Phone Number \_\_\_\_\_

**APPLICATION FOR ONE-HALF WAIVER FOR CALENDAR YEAR:** \_\_\_\_\_  Fall  Winter  Summer  
(A new application is required for each term.)

Name of Class	Number of Undergraduate Credit Hours
<b>Total Number of Credit Hours:</b>	

Please note:

- Changes in credit hours requested must be made in writing to the Benefits Office prior to the end of the semester.
- Failure to submit an application for approval before the 100% Drop Deadline will forfeit eligibility for that term.
- It is employee and spouse/dependent's responsibility to review the guidelines prior to submitting an application for tuition waiver.

**IMPORTANT, READ BEFORE SIGNING:**

I hereby agree that tuition waiver benefits are contingent upon my acceptance of the terms and limitations listed herein and on the Tuition Waiver Guidelines, and completion of all courses for which I register. Tuition waiver benefits will be forfeited and the employee and the student will be responsible to pay back the full cost to the university for any course for which waiver is granted if:

1. I fail to achieve a grade of "C" or above for courses, or "Pass" for courses utilizing the "Pass/Fail" option. (Grade of "C-" is unacceptable.)
2. I receive a mark of "Incomplete" ("I") and I do not convert this mark to a passing grade within one calendar year following termination of the semester in which the course was taken.
3. I receive a mark of "In Progress" ("IP") and/or "No Grade" ("N") and I do not convert this mark to a passing grade or an "Incomplete" within one semester following termination of the semester in which the course was taken.
4. I withdraw from my course(s) after the date specified in the Class Schedule Book for a 100% tuition refund.

**FOR EMPLOYEE:**

I verify that my spouse/dependent are currently covered as dependent(s) under my health or dental plan with the university; if not, I understand I must provide proof of marriage or IRS dependency to the Benefits Office (e.i. copy of tax form, birth/adoption certificate) in advance.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Spouse/Dependent \_\_\_\_\_ Date \_\_\_\_\_

## WORKING HOURS AGREEMENT FOR EMPLOYEE TUITION WAIVER

The University's Collective Bargaining Agreements provide that employees taking advantage of the Tuition Waiver Program must take classes during non-working hours unless they are UAW Local 1975 members taking word processing or computer-related course work that has been approved by the University.

Working hours are defined as any time employees are regularly scheduled to work.

As most University employees are granted a duty-free 60 minutes lunch period, it is preferred that this time be utilized for taking classes. It is also possible for employees, with the approval of their supervisor, to work through the specified lunch period and designate a different one-hour period during the day as the lunch period, during which Tuition Waiver course work may be pursued.

Employees taking classes, which meet on two-day schedules for periods greater than one hour, may make arrangements with their supervisors for flexible scheduling. Time taken beyond 60 minutes for course work is expected to be made up in its entirety.

**Note to supervisors:** There is no contractual obligation to make scheduling changes. Alternate scheduling should only be undertaken, if your operational needs will not be adversely affected.

I have read these provisions and scheduling arrangements to take classes, in lieu of lunch, have been made for:

\_\_\_\_\_  
(Employee's Name)

\_\_\_\_\_  
(Semester)

\_\_\_\_\_  
(Course Name) (Credit Hrs.) (Time)

on

\_\_\_\_\_  
(Day/Days)

\_\_\_\_\_  
(Course Name) (Credit Hrs.) (Time)

on

\_\_\_\_\_  
(Day/Days)

\_\_\_\_\_  
(Supervisor or Department Head)

\_\_\_\_\_  
(Date)

**This agreement must accompany the Tuition Waiver application if any courses are attended during the normal working day. Supervisors are recommended to keep a copy of this form.**

It is the responsibility of all employees using the Tuition Waiver benefit to know and understand the policy and procedures related to the Tuition Waiver. Additional details related to this benefit can be found in the Collective Bargaining Agreement for each e-class.