

## 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 that was not previously provided through the employee’s medical or dental plans.

### 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.

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 Lecturers)	Must complete 2 semesters of employment and be employed 6 credit hours or more for that semester	Must complete 2 semesters of employment and be employed 6+ credit hours for that semester

- During layoffs, employee and dependents will continue the tuition waiver until the end of the semester.
- If part of the VWSA program, employee’s tuition may revert to part-time (per 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 differs based the applicable Collective Bargaining Agreement (CBA) and several other factors:

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

Status	Fall	Summer	Winter
Full Time (100% appt.) and LLs	100%-paid, up to 6 Credit Hours Max	100%-paid, up to 12 Credit Hours Max (LLs up to 6)	100%-paid, up to 6 Credit Hours Max
Part Time (50%- 99% appt.)	100%-paid, up to 3 Credit Hours Max	100%-paid, up to 6 Credit Hours Max	100%-paid, up to 3 Credit Hours Max
Spouse / Dependents (up to age 26)	Undergrad 50%-paid, no credit hour max (LL - up to 6 max.)	Undergrad 50%-paid, no credit hour max (LL –up to 6 max.)	Undergrad 50%-paid, no credit hour max (LL - up to 6 max.)

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. *EMU is 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%)  Part-time Lecturer (LL)

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

Name of Class (6 or up to 12 credits allowed only)	Number of Credit Hours	Undergraduate/ Graduate/ Doctoral
<b>Total Number of Credit Hours:</b>		

- 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 as soon as the change is made.**
- EMU is required to tax any tuition waiver amount exceeding **\$5,250** per calendar year for graduate and doctoral level classes.
- 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, provide the Benefits Office with evidence of 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% of the gross amount of my regular pay check every pay period until the full amount is collected, unless I terminate my employment, in which case the entire amount may be deducted. **I also understand any amount of granted graduate tuition exceeding the IRS Qualified Educational Assistance Amount (\$5,250) in a calendar year will be taxable.**

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>	

- **Changes in credit hours requested must be made in writing to the Benefits Office as soon as the change is made.**
- 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/dependents 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 (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**

(This form is only for classes during working hours)

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)
_____	on _____
(Course Name) (Credit Hrs.) (Time)	(Day/Days)
_____	on _____
(Course Name) (Credit Hrs.) (Time)	(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.