

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff
Subject: Tuition Support Program
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Purpose:

The University's Tuition Support Program is designed to help you further develop skills in your present position or prepare for a different position within the University.

Eligibility

A staff member is eligible for tuition support if he or she:

- is currently employed at the University of Michigan in a regular non-bargained-for full-time appointment, or part-time appointment of at least 50%, in Allied Health, Office, Primary Archivist, Curator, Librarian, Researcher, Professional/Administrative, or Technical Classifications;
- has been employed at the University of Michigan in one of the above classifications for at least six consecutive months at the time of enrollment for the class;
- intends to, and does, remain on the active payroll in one of the above classifications during the entire term of the class at the same or at a greater appointment fraction than that held by the staff member at the time of enrollment;
- takes the course for credit and successfully completes the course receiving a grade of "B" or better for graduate level courses and a grade of "C" or better for all other courses.
- provides the required documentation in a timely fashion.

Qualifying Courses

To qualify for tuition support, the course must be job-related (meet any of the following requirements):

- will contribute toward enhanced performance in the staff member's present position
- will help the staff member qualify for consideration for a higher level position at the University
- is taken to complete the requirements for a high school diploma
- is a basic course in reading, writing, or mathematics

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- is a required or elective course taken to complete the requirements for an associate degree or bachelor's degree, including a second bachelor's degree
- is a required or elective course taken to complete a Master's degree in a field related to the staff member's current job duties or to the job duties of a position to which the staff member aspires and for which there is probable opportunity for advancement at the University.

Amount of Support

General Terms: The amount of tuition support is calculated based on tuition and registration fees only. Other fees and expenses are not covered under this program. There is no limit on the number of terms for which a staff member may receive tuition support under this policy.

University of Michigan – Dearborn Courses:

Full-time staff members are eligible for 100% of the cost of in-state tuition plus registration fees for up to 4 credit hours per term. (Summer I and Summer II terms are considered one term combined.) (Seventy-five percent support is provided by the staff member's department, the remaining 25% is provided by the UM-Dearborn Provost's Scholarship Program.)

Part-time staff members with a 50% or greater appointment are eligible for tuition support proportional to their appointment fraction.

University of Michigan Courses:

Full-time staff members are eligible for 75% of the cost of in-state tuition plus registration fees for up to 4 credit hours per term. (Spring and Summer terms are considered one term combined.)

Part-time staff members with a 50% or greater appointment are eligible for tuition support proportional to their appointment fraction.

Non-University of Michigan Courses:

Full-time staff members are eligible for the lesser of 75% of the cost of tuition plus registration fees or \$1,280 per term. (All Spring or Summer terms are considered one term combined.)

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Part-time staff members with a 50% or greater appointment are eligible for tuition support proportional to their appointment fraction.

Request for Tuition Support

A staff member who wishes to take advantage of the tuition support program must submit a [Tuition Support Request](#) to his or her supervisor at least 20 University business days before registration if approval is needed before registering for a class.

Tuition Support Requests that are denied should be forwarded to HR/AA office with an explanation of why it was not possible to grant the request.

Process for Payment:

Tuition support may be received as either a reimbursement or an advance, at the option of the staff member.

Tuition Reimbursement

Promptly after the end of the course, the staff member should provide his or her supervisor with an official grade report showing successful completion of the course and a paid bill or receipt indicating the amount of tuition and fees the staff member has paid.

Upon receipt of these documents, the supervisor completes a [Special Payment Form](#) and submits the form to the Human Resources and Affirmative Action office (HR/AA). DO NOT SUBMIT YOUR FORM DIRECTLY TO UM-ANN ARBOR. HR/AA will then forward the form to Payroll for processing. The tuition reimbursement is processed by Payroll and included in the staff member's regular paycheck.

Tuition Advance

Promptly after a request is approved, the supervisor will complete a [Special Payment Form](#) and submit the form to HR/AA. DO NOT SUBMIT YOUR FORM DIRECTLY TO UM-ANN ARBOR. HR/AA will then forward the form to Payroll for processing. A tuition advance is then processed by Payroll and included in the staff member's regular paycheck.

No later than 60 days after the end of the term, a staff member who has received a tuition advance is responsible for providing the supervisor with an official grade

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report showing successful completion of the course and a paid bill or receipt indicating the amount of tuition and fees the staff member has paid.

Further information may be obtained by calling UM-Dearborn HR/AA at 593-5190.

Forms referenced in this policy:

- [Staff Tuition Payment Voucher](#)
- [Special Payment Form](#)