

Applies To: MICHHR Staff

TITLE:	MICHHR Tuition Support Program Guidance	Guidance Number:	MICHHR-OPS-DEV02
		Version:	1.0
Approve Date:	11.15.2013	Effective Date:	11.15.2013
Review Date:	2.17.2025	Revision Date:	2.17.2025

Purpose: In accordance with University policy, MICHHR would like to encourage professional growth of all its employees, including the opportunity to take individual courses and pursue degree opportunities at the undergraduate and Master's level. This document outlines MICHHR's policy on the University of Michigan Tuition Support Program

Scope: This policy applies to MICHHR staff

Guidance:

1. MICHHR will follow the U-M Standard Practice Guide Policy 201.69, [Tuition Support Program | Standard Practice Guides - University of Michigan](#), Tuition Support Program, with regard to eligibility, definition of qualifying courses, and the process of requesting tuition support.
2. A staff member is eligible for tuition support if they:
 - a. are currently employed at the University of Michigan in a regular non-bargained-for full-time appointment, or part-time appointment of at least 50%, and
 - b. have 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, and
 - c. intend to, and do, remain on the active payroll 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, and
 - d. take the course for credit, and
 - e. successfully complete the course, which is defined for purposes of this policy as receiving a grade of "B" or better for graduate level courses and a grade of "C" or better for all other courses, and
 - f. provide the required documentation in a timely fashion
3. To qualify for tuition support, the course must be job-related or related to career opportunities within any area of the University of Michigan, including Michigan Medicine. A qualified course is a course that meets any of the following requirements:
 - a. will contribute toward enhanced performance in the staff member's present position, for example, by updating and improving knowledge and skills that will enable the staff member to more effectively perform their current duties
 - b. will help the staff member qualify for consideration for a higher level position at the University to which the staff member may reasonably aspire and for which there is probable opportunity for advancement
 - c. is taken to complete the requirements for a high school diploma
 - d. is a basic course in reading, writing, or mathematics
 - e. 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

- f. 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, including courses that will lead to a second Master's degree, subject to the above job-related requirement.
4. Employees pursuing non-job related degree programs are required to provide their director with a written justification of how the program will benefit the staff member and MICHR.
 5. Courses must be taken from educational institutions accredited by recognized accrediting agencies and institutions, including those approved under government education and training programs such as those under the Veterans Administration Program.
 6. Workshops, seminars, management development programs, special examinations for admission to degree programs, and private consultant refresher courses to take examinations such as C.P.A. certification and admission examinations are not eligible for reimbursement under this policy.
 7. Courses in graduate professional programs in Law, Medicine, and Dentistry and courses in any degree program beyond the Master's level are specifically excluded from this program.
 8. The amount of tuition support is calculated based on tuition and registration fees only. Other fees and expenses are not covered under this program. Tuition support is calculated using the in-state tuition rate (where applicable), regardless of the residency status of the staff member, and is based on the tuition rate in effect at the time of the request. For part-time employees, tuition support is calculated on a pro rata basis according to the staff member's appointment fraction on the date the request for tuition support is approved.
 9. The decision to grant tuition support and/or a work accommodation is discretionary with the unit director and is based on the director's assessment of a number of factors, including anticipated needs of the unit, available resources of the unit, and the motivation and potential of the staff member making the request.
 10. There is no limit on the number of terms for which a staff member may receive tuition support under this policy. However, a compelling case would need to be made for a staff member to be permitted to take courses for all three terms in a given year because of the likelihood that a continuous absence would cause an undue hardship on the employing unit.
 11. Full-time staff members are eligible to receive tuition support at the following rate, whichever is less:
 - a. 75% of the cost of in-state tuition plus registration fees for up to 4 credit hours per term, or
 - b. a capped amount determined each August based on the annual tuition increase on the Ann Arbor campus. The capped amount for the current year may be found on the [UHR Procedures website](#).
 12. Part-time staff members with a 50% or greater appointment are eligible for tuition support proportional to their appointment fraction.
 13. Staff must complete a [Tuition Support Request form](#) and provide it to their supervisor and Finance. If taking the course will require accommodation in the staff member's work schedule, the supervisor and the staff member will determine, in advance, how best to meet the needs of both the unit and the staff member. Following the course, the staff member must provide the supervisor with an official grade showing successful completion of the course and the paid bill or receipt.
 14. 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:
 - a. an official grade report showing successful completion of the course, and
 - b. a paid bill or receipt indicating the amount of tuition and fees the staff member has paid.

Approver Signature: <i>L.D. Berryhill</i>	Original on file 400-473	Approver Name:
--	---------------------------------	-----------------------

- c. The supervisor will share this information with the Finance team to keep on file.
15. Per the SPG, if staff members do not successfully complete the class and / or provide the unit supervisor with an official grade report and a paid bill or receipt for tuition within 60 days after the end of the term, the full amount of the advance will be deducted from the staff member's paycheck in equal installments over a 6-month period, as authorized by the staff member's signature on the request. No additional tuition advances will be paid until all deductions have been processed.
 16. If a staff member leaves the University, either voluntarily or involuntarily, before successfully completing the course or before reimbursing any amounts owing under this policy, or if a staff member does not register for, or stops attending, a course for which they have received an advance, the staff member is responsible for immediate repayment of the full amount of the tuition advance.
 17. Current tuition rates can be verified by checking the [201.69 Tuition Support Program | Human Resources University of Michigan](#).
 18. Tuition advances/reimbursements, exceeding \$5,250 in a calendar year for graduate level courses, will be considered taxable income and will be reported to the Internal Revenue Service. Federal, state, and FICA taxes will be withheld on any amount in excess of \$5,250.00.

References:

- [U-M Standard Practice Guide](#)
- [Tuition Support Program](#)
- [Tuition Support Request Form](#)
- [201.69 Tuition Support Program | Human Resources University of Michigan](#)

Approver Signature: 	Original on file 400-473	Approver Name:
---	--------------------------	----------------