

## Graduate Tuition Assistance Program Policy

In order to encourage staff and faculty to pursue graduate or terminal degrees relevant to the College's interest, the college offers a tuition assistance program with the following stipulations and limitations.\*

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**Eligibility.** Full-time staff or faculty who have completed at least one full year of employment with Alma College are eligible to apply for use of the benefit program.

**Graduate Coursework.** To be eligible for reimbursement, approved coursework must be offered through a program at an accredited institute of higher education. Coursework may be completed in the classroom, online or in a hybrid format. All coursework must be approved through the application process listed below.

**Reimbursement.** Participating staff and faculty members will be reimbursed for up to 50% of their actual tuition costs, but no more than 50% of the highest tuition rate for the traditional program amongst Central Michigan University (CMU), Michigan State University (MSU), and Grand Valley State University (GVSU), based on the tuition rate as of September 1<sup>st</sup> each year. In the event that the administrator receives a scholarship for more than 50% of the actual tuition costs, the college will reimburse the difference between the scholarship and the tuition costs.

Here are some examples to illustrate the amount of the benefit that the college will pay in situations with and without scholarships.

**Example 1:** Tuition rate = \$388/credit hour, no scholarship.

Tuition for 6 credit hours @ \$388/credit hour	= \$2,328
Employee share	= \$1,164
Alma College share (50%)	= \$1,164

**Example 2:** Tuition rate = \$388/credit hour, \$500 scholarship

Tuition for 6 credit hours @ \$388/credit hour	= \$2,328
Scholarship	= \$500
Employee share after scholarship	= \$664
Alma College share (50%)	= \$1,164

**Example 3:** Tuition rate=\$388/credit hour, \$1,200 scholarship

Tuition for 6 credit hours @ \$388/credit hour	= \$2,328
Scholarship	= \$1,200 (more than ½ of tuition)
Employee share after scholarship	= \$0
Alma College share	= \$1,128 (difference of tuition & scholarship)

The reimbursement will be disbursed upon completion of the coursework with a final grade of "C" or better.

**Credit Limit.** Reimbursement for graduate credit is limited to up to six (6) semester credits per term, up to 18 credits per fiscal year, and a total of no more than 36 credits, or the normal amount of the degree program if more than 36 semester credits. Eligibility for reimbursement of additional credit or degree programs, or exceptions to the above limits, must be approved by the cabinet.

**Employment Commitment.** Participants in the program are required to continue working for Alma College for one year after completion of a course for which reimbursement has been obtained. As part of the application process, participants must agree in writing to authorize a payroll deduction from wages in the event they fail to comply with the one-year requirement. This deduction will reimburse the college for the graduate tuition assistance received under this benefit, prorated according to the length of employment after course completion.

**Application Process.** Participation in this program requires a statement indicating the proposed coursework's relevance to current or future Alma College roles and responsibilities. Participants also must demonstrate that undertaking graduate studies will not adversely impact their performance in Alma College employment. The application must be approved by the applicant's supervisor and sector Vice President. Application for reimbursement must be sought prior to the start of each term. Applicable forms are available on the Human Resources website.

**Reimbursement Process.** When the employee has completed their course and received their grades, they will complete a Graduate Tuition Reimbursement form and submit the completed form to Human Resources for processing.

\*Reimbursement for course work is limited to the first graduate degree or first terminal degree for eligible staff and faculty.



# ALMA COLLEGE

## GRADUATE TUITION REIMBURSEMENT REQUEST FORM

Date \_\_\_\_\_

Employee \_\_\_\_\_ Date of Hire \_\_\_\_\_ Department \_\_\_\_\_

School Attended: \_\_\_\_\_

Program: \_\_\_\_\_

Course Number	Course Name	Course Start Date	Course End Date

*Attach a copy of your grade report and billing statement to this form.*

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

Director of Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed for to the Human Resources Office.