Employee Tuition Assistance Application

SUBMIT FORM UPON COMPLETION OF THE REGISTRATION PROCESS

Please Print

Name (Last, First, Middle Initial)	REQUIRED: WSU Id No .	Soc Security No
Employed in School, College Or Division and Department	Job Title	E-Mail
Term Year: _____ **Term:** ☐ Fall ☐ Winter ☐ Spring/Summer		Applicable Credit Hours:

List All Courses Elected This Term

Subject	Course Number	Section	Credit Hours

INSTRUCTIONS:

1. **Read entire form carefully.** Fill in all applicable spaces. Elect courses offered outside your normal working hours. Missing or deviant information will cause delay.
2. Sign and date the form.
3. Send this form to: **Total Compensation & Wellness, 3638 A/AB, Wayne State University, Detroit, MI 48202**. Forms should be submitted to Total Compensation & Wellness immediately following registration but no later that the end of the term.
4. QUESTIONS: - Contact the Total Compensation & Wellness Office, 313-577-3717, for explanation of eligibility, University policy and other requirements/responsibilities for this Tuition Assistant Program or refer to your union contract or the Personnel manual for all non-represented employees as appropriate for additional information.
5. Notify the Employment Service Center of any degrees or certificates you receive so they may be entered on your personnel record. Graduate level courses may be subject to income tax.

READ CAREFULLY:

- This benefit only covers the applicable tuition charge, Omnibus Fee and Registration Fee. Other fees which may be charged (e.g. course material, late registration, Fitness Center, SEVIS, etc.) are the responsibility of the Employee.
- Notify the Total Compensation & Wellness Office if you withdraw from any classes. It is the employee's responsibility to cancel classes in accordance with the policies as outlined by the Registrar. If the cancellation of classes results in an outstanding balance, you are responsible for the payment of such balance in accordance with university policy.
- You must remain on the payroll for the entire term. If you resign or are terminated before the term ends, you will be responsible for payment of the tuition benefit for that term.
- If a passing grade is not achieved, the tuition benefit will be forfeited and the individual must reimburse the full amount in accordance with University policy. A passing grade for an undergraduate course is a "D" or better, for graduate course a "C" or better.
- Classes not taken for a grade (i.e., audited classes) do not qualify for the tuition benefit. AAUP-AFT members should reference the collective bargaining agreement relative to tuition assistance for audited classes.
- Generally, during the academic school year (fall, winter and spring/summer terms) eligible full-time employees can take the greater of one class or four credit hours for one term and the greater of two classes or six credit hours per term for two terms. Employees represented by P&A can take the greater of two classes or six credit hours per term. Eligible fractional-time employees (50% or greater) receive an employee tuition benefit equal to the greater of one class or four credit hours per term.
- A separate application must be submitted for each term for which tuition assistance is requested.

EMPLOYEE CERTIFICATION

I hereby certify that I am an eligible employee and that satisfactory arrangements have been made to compensate for any time lost resulting from attending classes during normal working hours (working during lunch hour will not be considered a satisfactory arrangement).

I hereby certify that the above information is complete and accurate; I am familiar with the eligibility and forfeiture requirements; I understand that failure to meet any of the requirements as specified by university policy pertaining to the Tuition Assistance program will result in forfeiture of this benefit.

PROMISSORY NOTE:

In consideration for being allowed to register and attend classes at Wayne State University pursuant to the University's Tuition Assistance Program ("TAP") during the _____Term, Year _____ I,_____ promise to pay to the order of Wayne State University a sum equivalent to the tuition and fees assessed for the credits the University is permitting me to register in the event I fail to satisfy any of the requirements for tuition assistance. I further acknowledge that at the present time that specific amount may not be known as tuition rates and applicable fees for upcoming semesters may not yet have been determined but that amount will be determinable at a future time based upon the number of credits I register for and the tuition rate and fees applicable to those courses.

Further, I hereby authorize Wayne State University to collect this sum from any amounts due to me from Wayne state University including, but not limited to, compensation in the form of salary and/or wage payments up to the maximum amount allowed by union contract, university policy and other applicable law, until the entire amount of my obligation has been satisfied.

Signed:_____ Dated:_____ Parent/Guardian if signee is under 18_____

TOTAL COMPENSATION AND WELLNESS USE ONLY:

Employee Class	Appoint Percent	Date of Hire	Credit Hours	Level	College	Residence	Class	Benefit Amount