



## Criteria for Eligibility:

- 1. The MID or Edustaff employee must be working at Mid Michigan College (MID) in either an adjunct or permanent part-time capacity as outlined in the **Adjunct & Part-Time Employee Tuition Grant Fund** policy.
- 2. The fund may be used for the MID or Edustaff employee, their spouse and/or IRS dependent children for tuition costs and fees, *except* Student Activities Fees, for up to six (6) credit hours per semester. The MID or Edustaff employee must be assigned to and working at or in a program or department for MID during the semester in which the tuition grant is applied. In the event an employee/dependent elects to enroll in a travel course under the tuition grant program, the College shall pay tuition credit hour cost only. The cost of travel, lodging, meals, fees, and other expenses shall be the responsibility of the employee/dependent.
- 3. MID or Edustaff part-time employees, their spouse and/or IRS dependent children can receive tuition funds up to a maximum of 62 credit hours.
- 4. Tuition Grant Fund recipients must successfully complete the class(s) with a 2.0 grade point average (GPA) or higher.
- 5. Failure to complete the course with a 2.0 GPA or higher, NOT completing the course, dropping the course beyond the full refund date, or MID/Edustaff employee separates employment with MID during the concurrent semester, will result in a reimbursement bill to the employee equal to the awarded amount for that semester. Non-payment of the reimbursement bill by the following semester de-registration date could result in the student being de-registered for the following semester.

I understand and agree to abide by all requirements for participation in the Adjunct & Part-Time Employee Tuition Grant Fund program.

Employee Name:		Date:		
Student Name:		Date:		
To be completed by the Employee:				
Employee Name:	MID ID#:	Hire Date:		
Position Title:	Department:			
Employee Email Address:				
Scheduled Work Hours or Contact H	lours Assigned for this semester:			
To be completed by the Student:				
Student Name:	MI	D Student ID #:		
Relation to Employee: De	ependent Spouse			

Program of Study (if applicable):				
Semester Start Date:	Total Credit H	ours Requested:		
Class:	Section:	# of Cred	it Hours:	
Class:	Section:	# of Credit Hours:		
Class:	Section:	# of Credit Hours:		
		Section:# of Credit Hours:		
Date Sponsorship Entered:				
	AID/Edustaff Tuition Grant Fund are receiving other types of aid, p			
Н	UMAN RESOURCES OFFICE	USE ONLY		
How many credits have been c (maximum of 62 credit hours)?	ompleted by the employee or fami	ly member under	the tuition grant fund	
Is the student's G.P.A. 2.0 or b	etter: YES NO			
Is the child an IRS dependent of	of the employee (under the age of 2	25)? YES	NO	
Is the dependent a spouse?	YES NO			
HR Comments:				
Approved By:Human Reso	urces Name	Date:		
Verification of course comple	etion:			
Did student withdraw from the	course after the 100% refund date	? YES	NO	
Did the student receive a 2.0 G	PA or less in any course?	YES	NO	

Revised: 06/27/2022