

EDUSTAFF TUITION FUND - FAMILY



Criteria for Eligibility:

1. The employee must be assigned to Mid Michigan College (MID) in an adjunct position or permanent part-time position as outlined in the EDUStaff Tuition Fund policy.
2. The fund may be used for the EDUStaff employee, their spouse and/or IRS dependent children for tuition costs and fees for up to six (6) credit hours per semester. The EDUStaff employee must be assigned to and working at or in a program or department for MID during the semester in which the scholarship is applied.
3. The student (EDUStaff employee, spouse or IRS dependent) must declare a degree or certificate program, and obtain the written approval of an academic advisor for the degree program prior to enrollment each semester.
4. Only courses required for the student's program of study will qualify for the tuition grant, up to a maximum number of 62 credit hours.
5. Scholarship recipients must successfully complete the class(s) with a 2.0 grade point average or higher.
6. 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 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 EDUStaff Tuition Fund program.

Employee Name & Date: _____

Student Name & Date: _____

To be completed by the Employee:

Employee Name: _____ SSN: _____

MID ID#: _____ Hire Date: _____

Position Title: _____ Department: _____

Employee Email Address: _____

Scheduled Work Hours or Contact Hours Assigned for this semester: _____

To be completed by the Student:

Student Name: _____ SSN: _____

MID Student ID #: _____

Program of Study: (Please attach a copy of your Program Guide):

Semester Start Date: _____ Total Credit Hours Requested: _____

Class: _____ Section: _____ # of Credit Hours: _____

Class: _____ Section: _____ # of Credit Hours: _____

Class: _____ Section: _____ # of Credit Hours: _____

Class: _____ Section: _____ # of Credit Hours: _____

Approved By: _____
Academic Advisor Name & Date

Date Sponsorship Entered: _____ **AR Signature** _____

The approved amount of your EDUStaff Tuition Fund scholarship will be counted as a Financial Aid resource. If you are receiving other types of aid, please contact the Financial Aid Office.

HUMAN RESOURCES OFFICE USE ONLY

How many credits have been completed by the family member under the family tuition grant (maximum of 62 credit hours or completion of an Associate Degree)? _____

Is the student's G.P.A. 2.0 or better: YES NO

Is the child an IRS dependent of the employee (under the age of 25)? YES NO

HR Comments:

Approved By: _____
Human Resources Name & Date