



FAMILY TUITION GRANT PROGRAM

Criteria for Eligibility:

1. Spouse/IRS Dependent eligibility starts:
 - Full-time Faculty and Administrators at first working day at Mid.
 - Hourly employees after completion of probationary period.
 - Adjunct Instructors after three (3) years of consecutive employment with Mid, the adjunct instructor’s dependents may request tuition credit for Mid courses equal to the number of contact hours the instructor is teaching the semester the tuition request is made.
2. The student must be a spouse or an IRS dependent (under the age of 25) of the employee.
3. Tuition grant(s) provided by Mid to dependent(s) are capped at a maximum of 62 credit hours.
4. Family Tuition Grant includes tuition and all fees except for the Student Activity Fee.
5. The student (spouse/dependent) must obtain the written approval of an academic advisor for the courses enrolled each semester.
6. A 2.0 cumulative grade point average must be maintained to qualify for the grant program. Failure to achieve a 2.0 cumulative GPA each semester will result in ineligibility for the grant for the following semester and subsequent semesters until a 2.0 cumulative GPA is re-established.
7. Should the student drop any course(s) beyond the full refund date, for any reason, he/she will be responsible for repayment to the college for the incurred tuition and fees to the college.
8. Human Resources will review the student’s grades at the end of each semester to determine eligibility for subsequent grant requests and will notify the dependent and employee of any ineligibility.

I understand and agree to abide by all requirements for participation in the Employee Tuition Grant Program:

Employee Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

To be completed by the Employee:

Employee Name: _____

MID ID# or SSN: _____ 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: _____

MID Student ID # or SSN: _____ (*Additional info on back)



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 Family Tuition Grant 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

Initial Request Received by:

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

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

Adjunct Faculty:

How long has Adjunct Faculty been employed at MID? _____ (minimum of 3 years)

How many credit hours are taught within each semester during the academic year for which the student is requesting tuition grant? Fall _____ Winter _____ Spring/Summer _____

HR Comments:

HR Approval Signature: _____ *Date:* _____

Verification of Cumulative GPA at end of Semester

Tuition Denied Next Semester

Cumulative GPA: _____

YES

NO