7.17 **Educational Benefits (MICA Classes Only)**

Full-time staff members, in the first semester beginning after two years of continuous full-time employment, are entitled to one full degree program remission per family (for spouse/partner or children), provided they are accepted into the degree program via the normal admission process. Only one family member is granted degree program tuition remission in any one year. All fees, which are charged in addition to tuition, are the responsibility of the employee.

When the above is not utilized, all benefit eligible employees who have satisfied their introductory period (90 days) are entitled to tuition remission for up to three (3) credits each semester (fall, spring and summer terms) per family (i.e., employee, spouse/partner or children). In lieu of a credit course, two non-credit courses per semester per family in the Continuing Studies program can be substituted.

Part-time staff employees who have one year of continuous part-time employment (spring/fall) averaging twenty (20) hours per week or greater, are entitled to tuition remission for one credit-bearing course up to three (3) credits each term (fall, spring and summer terms) per family (i.e., employee, spouse/partner, or children). In lieu of the credit courses, two non-credit courses per semester per family in the Continuing Studies program can be substituted.

Admission to any course at MICA is on a first come, first served basis provided space is available and open enrollment has begun. Employees are not permitted to take courses during regularly scheduled work hours unless the immediate supervisor approves the request. All personal time off for class attendance must be reported in accordance with the regular method of reporting vacation leave. Under no circumstances will sick leave be allowed for attending classes.

If an employee receiving tuition remission leaves the College through resignation or other termination during the semester when tuition remission is being used, he/she will be responsible for the cost of the course(s) on a prorated basis.

Any eligible employee who wishes to take advantage of the tuition benefit must obtain a tuition remission form from Human Resources, Continuing Studies or Registrar prior to registration. This form requires signature from your immediate Supervisor and a signature from Human Resources to confirm eligibility. All credit bearing and Continuing Studies students are responsible for registration fees and any additional fees associated with the course. All fees charged in addition to tuition (for example; registration, housing, supplies, before and after care, travel) are the responsibility of the employee and must be paid at the time of registration. Tuition remission will not be approved retroactively for courses taken in previous semesters for which no application for waiver of tuition has been made. Under no circumstance will an employee be allowed to take an extended leave of time, which may interfere with their ongoing employment unless authorized by their immediate supervisor.

Effective 1/1/2009
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