

Article XLII: Tuition Support Program
Tuition Reimbursement Process for University of Michigan Class

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| 1. Start with Tuition for ALL hours registered | Nurse Mary registered for 8 U of M credits—one class | \$3632 |
| 2. Divide by Total of ALL credit hours registered | Mary registered for 8 credits, so we want to know \$/ credit | $3632 \div 8 =$ \$454 |
| 3. Multiply by number of credit hours up to 4 only | Although Mary is taking 8 credits, only 4 are eligible for Tuition Reimbursement | $454 \times 4 =$ \$1816 |
| 4. Add registration fee (applicable amount only) | Eligible fees in this situation are \$80. | 1816.00 + 80.00 \$1896.00 |
| 5. Multiply by .75 (U of M limit) | Para 477a) limits the reimbursement to .75% of the cost | \$1896 <u>x.75</u> \$1422 |
| 6. Multiply by appointment fraction to get the amount eligible for Tuition Reimbursement | Mary's appointment is .9 | \$1422 <u>.9</u> \$1279.80 |
| 7. Determine total bill for All credits plus registration fees | | \$3632 +\$80 \$3712 |
| 8. Determine the Employee's own expenses once Tuition Reimbursement is applied. | You are now determining Mary's own expenses for the semester | \$3712.00 <u>-\$1279.80</u> \$2432.20 |
| 9. Final Step: Determine whether grant or scholarship will affect amount of tuition reimbursement: <i>NOTE: Loans that must be paid back by the nurse are not counted in this calculation.</i> | Deduct total grant and scholarship award from the nurse's own expenses determined in previous step | |
| | Mary's financial aid: Grant: \$593 Scholarship: \$0 | \$2432.20 <u>-\$593.00</u> \$1839.20 |
| <i>Example where financial aids does not affect Tuition Reimbursement→</i> | If the calculation above results in a positive number, then the Tuition reimbursement figure from Step 6, applies. | In this case, Mary still owes \$1839.20 on her own, and so the full reimbursement applies. |
| <i>----- Example where financial aid does affect Tuition Reimbursement→</i> | <i>-----</i> If the calculation results in a negative number, then this means the employee's tuition reimbursement must be adjusted by that amount. | <i>-----</i> <i>If instead of \$593.00 in Scholarship, Mary received a \$2500 grant,</i> |
| | Subtract that amount from the Tuition reimbursement figure in Step 6 to determine final amount. | \$2432.20 <u>-2500.00</u> -\$568.00 |
| | | \$1279.80 <u>-568.00</u> \$711.80 |
| | | <i>In this case, Mary would receive \$711.80 in Tuition Reimbursement.</i> |