

Tuition Waiver Benefit Steps

Employees and eligible IRS dependents that are using the Tuition Waiver Program need to follow the steps below:

1. Become admitted as a student to CMU
2. Register for the class(es)
3. After registration, complete and submit a tuition waiver form available at <https://ssl.cmich.edu/tuitionwaiver/>
4. When the form is received, the Benefits office will process the tuition waiver and forward it to Receivable Accounting to be applied to the proper account.
 - The student will be responsible for any tuition charges that are not covered by the tuition waiver and any application fees. All billing statements are sent electronically to the CMU student's global e-mail address. Students are responsible for accessing these monthly e-mail messages for their account balance and payment due dates.
5. The employee will receive a copy of the approved tuition waiver form from the Benefits Office to retain for their records.
6. **DEADLINE:** Tuition waivers for classes taken during the academic year which begins in Fall Semester and concludes at the end of Summer Semester, must be submitted to the Benefits office by August 30th of that academic year in order to be eligible for the classes to be waived.
 - (Example: Waivers for classes taken between 8/21/06 and 8/02/07 must be received in the Benefits office by August 30, 2007). It is *strongly encouraged* that a tuition waiver be submitted as soon as possible after registering for the courses.
7. For further guidelines and detailed information about the program, see the Tuition Waiver Policy at:
<http://www.cmich.edu/genccounsel/manual/p04009.pdf> and/or the applicable employee handbook or contract at:
<http://www.hrs.cmich.edu/contracts.htm>