

## Tuition Benefit Program Steps

Employees and eligible IRS dependents that are using the Tuition Benefit 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 benefit form available at [https://www.cmich.edu/centralink/\\_layouts/TuitionWaiver/default.aspx](https://www.cmich.edu/centralink/_layouts/TuitionWaiver/default.aspx)
4. When the form is received, the Benefits office will process the tuition benefit and forward it to Student Account Services and University Billing to be applied to the proper account.
  - The student **will be responsible for any tuition charges that are not covered by the tuition benefit and any applicable 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 benefit form from the Benefits Office to retain for their records.
6. **DEADLINE:** If a tuition benefit form was not previously submitted for classes taken during the academic year, which begins in Fall Semester and concludes at the end of Summer Semester, the last date to submit a request for the tuition benefit is September 30<sup>th</sup>.
  - (Example: The tuition benefit form for classes taken between 8/26/2019 and 8/14/2020 must be received in the Benefits office no later than September 30, 2020). It is *strongly encouraged* that a tuition benefit form be submitted as soon as possible **after** registering for the courses.
7. For further guidelines and detailed information about the program, see the Tuition Benefit Policy at: [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04009.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04009.pdf) and/or the applicable employee handbook or contract at: Centralink – search keyword: contracts
8. If taxation applies, you will be notified via email by the payroll office. For more information regarding tuition benefit taxation go to [https://www.cmich.edu/fas/fsr/OAC/Payroll/My\\_Pay/Pages/Tax\\_Calculation\\_for\\_Taxable\\_Tuition.aspx](https://www.cmich.edu/fas/fsr/OAC/Payroll/My_Pay/Pages/Tax_Calculation_for_Taxable_Tuition.aspx) or search “taxable tuition”.