

# The University of Michigan - Flint

## Tuition Prepayment for UM-Flint Staff Members

### **Eligibility:**

- Refer to SPG 201.69

### **UM-Flint Staff attending UM-Flint classes:**

- 100% of in-state tuition and fees paid from central fund as long as funds are available and a passing grade(s) is attained
- 18 credits maximum per fiscal year
- Eligible grades are: A, B, C for undergraduate courses and A, B for graduate courses.
- Courses receiving an I or Y grade will not be acceptable for tuition payment unless grade is changed to one of the eligible grades before 60 days following the end of the semester.
- Payment is from Central Pool unless depleted, then tuition will be charged to the department signing the pre-payment form.

### **Responsibilities:**

- **Employee** – Obtain supervisor approval on pre-payment form and submit to Student Accounting by the appropriate deadline dates of:
  - Spring 2009 – must submit by Friday, May 8, 2009, 5pm.
  - Summer 2009 – must submit by Monday, July 6, 2009, 5pm.
  - Fall 2009 – must submit by Monday, September 14, 2009, 5pm.
  - Winter 2010 – must submit by Tuesday, January 12, 2010, 5pm.
- **Departmental Supervisors** - Approve or disapprove employees' class request; (per SPG 201.69).
- **Student Accounting** - Supply forms to and receive, date stamp and verify forms for UM-F employees attending UM-F; tracking expenditures for the fiscal year; submitting a copy of forms to Human Resources; submitting necessary payroll information to A2.
- **Human Resources** - Interpretation of 201.69 and determination of appeal process.

### **Taxes:**

• Be aware that your Tuition Prepayment/Reimbursement may be taxable under IRS regulations. Please contact Ann Arbor Payroll Service Center (734-615-2000) or your tax advisor for information on your specific case.

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