

MDOT PARTIAL TUITION REIMBURSEMENT

Purpose

To provide financial assistance and support to employee development by providing partial reimbursement to employees who successfully complete courses related to the employee's current job responsibilities and/or the Michigan Department of Transportation.

Employee Eligibility

1. Must have status in state classified service as provided for in [Michigan Civil Service Commission Rule 3-6](#).
2. Must be a permanent/full time employee.
3. Must have successfully passed the initial probationary period, with a minimum of 12 months of continuous, satisfactory MDOT service.
4. Must not be receiving full tuition payment, stipend or education grant from any other government agency or government source, or from any scholarship or private foundation. Veterans receiving a partial payment will be eligible for reimbursement by the department.

Institution Eligibility

Any educational institution accredited by the [Council for Higher Education Accreditation](#) (CHEA) can be considered approved educational centers.

Program of Study Eligibility

Eligible programs of study shall be those that will enhance an employee's job or career within MDOT **and** shall lead to a degree, graduate certificate, or professional licensure*. Workshops, conferences, or individual training courses are not eligible for reimbursement under this program. The employee's program of study must be:

- A. Usable by the department; or
- B. Related to the employee's current job or career development with MDOT; and
- C. In compliance with any applicable union contract.

**Contact Labor Relations for information on certificates and licenses that may already be funded by MDOT.*

Reimbursement Amount

Subject to the availability of department funds, eligible MDOT employees may be reimbursed 50% of tuition related expenses (including tuition, registration, laboratory, and on-line course fees, excluding books) not to exceed \$4,500 per fiscal year (October 1 to September 30). Employees receiving any other form of financial support (scholarships, grants, stipends, etc.) and who are requesting a partial tuition refund under this policy, must provide documentation of the amount received from all other funding sources. **NOTE:** Misrepresentation of monies received from other sources may result in disciplinary action up to and including dismissal.

Satisfactory Completion

Each undergraduate level course must be satisfactorily completed with a minimum grade of 2.5 (4.00 scale) to be eligible for reimbursement. Each graduate level course must be satisfactorily completed with a minimum grade of 3.0 (4.00 scale) to be eligible for reimbursement.

Tax Information

In accordance with [IRS regulations](#), payments over \$5,250 for annual educational assistance benefits must be included in taxable income and social security and Medicare taxes must be withheld from the taxable amounts. The first \$5,250 of educational assistance benefits paid to or on behalf of an employee in a calendar year may be excluded from taxable income.

Exclusively Represented Employees

Exclusively represented employees may be eligible for partial tuition reimbursement provided for in their [collective bargaining agreements](#). Employees covered by a collective bargaining agreement should refer to their agreement to determine eligibility requirements and guidelines of any partial tuition reimbursement program to which they may be entitled.

Non-Exclusively Represented Employees (NEREs) - Professional Development Fund

NEREs denied approval for tuition reimbursement under the MDOT program, may apply to the Office of the State Employer Professional Development Fund (OSE PDF) for Managerial, Supervisory and Confidential Employees and Business and Administrative Unit Employees. NERE employees who are granted reimbursement under the MDOT Partial Tuition Reimbursement program may also be eligible for partial reimbursement from the OSE PDF for textbooks. Eligibility and application information is available at <http://www.Michigan.gov/ose/>.

Procedure

RESPONSIBLE PARTY	ACTION
Employee	Within 60 days of course completion, submit form 3304-Partial Tuition Reimbursement Application to MDOT-Tuition-Reimbursement@Michigan.gov , with a copy of the appropriate tuition receipts, other funding source documents (grants, stipends, scholarships, etc.), and final grades.
OOD/OHR	In conjunction with OHR, review application for compliance to eligibility requirements and inclusion of necessary documentation. If application meets all eligibility requirements, calculate reimbursement amount and return application to employee and direct supervisor. If application does not meet all eligibility requirements, return application to employee with reason for denial.
Employee	If application is approved, submit an expense request in SIGMA-ESS within 90 days of course completion. Attach a copy of approved application, tuition receipt, final grades, and other funding source documents to SIGMA-ESS expense submission, using type code 6016. NOTE: the employee is responsible for retaining approved application and all supporting documentation for auditing purposes.
Supervisor	Review and approve the expense request in SIGMA-ESS. Notify the employee and program coordinator upon completion.

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This form must be submitted within 60 days of course completion to the program coordinator, with attached tuition receipt, other funding source documents (if applicable), and final grades.

EMPLOYEE & COURSE INFORMATION <i>(Completed by Applicant)</i>						
EMPLOYEE NAME			SUPERVISOR NAME			
BUREAU/REGION/OFFICE						
CLASSIFICATION			BARGAINING UNIT			
EDUCATIONAL INSTITUTION(S)						
PROGRAM/FIELD OF STUDY						
DEGREE LEVEL/CREDENTIAL:			IF OTHER, SPECIFY:			
COURSE TITLE	START DATE	END DATE	CREDIT HOURS	TUITION COST	FEES ¹	MDOT CLASSIFICATION TO WHICH COURSE RELATES
OTHER FUNDING SOURCE(S) ²				TUITION		
				TUITION + FEES		
				OTHER FUNDING SOURCE(S)		
OTHER FUNDING SOURCE AMOUNT			SUBTOTAL			
APPLICANT STATEMENT: course(s) applied for relate to my current or future employment with the Michigan Department of Transportation. By submitting this, I am certifying that any financial support for these courses. I have received or will receive is reflected above and verified by attachment.						
EMPLOYEE SIGNATURE <i>(Electronic only)</i>					DATE	
ELIGIBILITY REVIEW AND APPROVAL <i>(OOD Use Only)</i>						
The employee is permanent, full-time.						
The employee has a minimum of one year of current, continuous satisfactory service.						
The educational institution(s) are accredited by the Council for Higher Education Accreditation.						
The course(s) will enhance the employee's current job or career within MDOT, as determined in concurrence with the appropriate MDOT work area authorities.						
The final grades for the course(s) met the minimum grade requirement.						
COMMENTS					APPROVED REIMBURSEMENT AMOUNT	
PROGRAM CODING	FUND	APPR	PROGRAM	PHASE	ACTIVITY	LOCATION
PROGRAM COORDINATOR SIGNATURE					DATE	

¹ Only registration, laboratory, and online course fees are eligible.

² Any financial support for courses (Scholarship, Grants, Stipends, etc.).