



Office of Human Resources  
21000 West Ten Mile Road  
Southfield, MI 48075-1058

800.CALLLTU or 248.204.2108  
www.ltu.edu

## EDUCATIONAL ASSISTANCE PROGRAM APPLICATION

**\*SUBMIT ONE APPLICATION PER REQUEST**

### 1 EMPLOYEE INFORMATION

Employee Name \_\_\_\_\_ Department \_\_\_\_\_ Ext. \_\_\_\_\_  
Banner ID \_\_\_\_\_ Hire Date \_\_\_\_\_ email \_\_\_\_\_  
Applicant ☐ Self (go to Step #3) ☐ Spouse or Dependent (go to Step #2)

#### Program

- ☐ Tuition Waiver—Undergraduate (full-time and part-time employees)  
☐ Tuition Waiver—Graduate (full-time employees only)  
☐ Tuition Reimbursement—Graduate or Professional Development (full-time employees only)

#### Employee Classification

- ☐ Full-time  
☐ Part-time

### 2 SPOUSE OR DEPENDENT INFORMATION (IF APPLICABLE)

Name \_\_\_\_\_ Relationship to Employee \_\_\_\_\_  
Banner ID \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent meets one or more of the following criteria (check all that apply)

- ☐ Internal Revenue Service standard for dependent status  
☐ Under 24 years of age and not declared themselves independent for financial aid purposes  
☐ Age 24 or older but still primarily dependent for support

### 3 APPLICANT INFORMATION

#### Tuition Waiver Program Only

Academic Year: \_\_\_\_\_ Expected # of Credits: \_\_\_\_\_ ☐ Fall ☐ Spring ☐ Summer

#### Tuition Reimbursement Program Only

University or Professional Institution: \_\_\_\_\_ Address: \_\_\_\_\_  
Degree or \_\_\_\_\_ Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Class/Seminar: \_\_\_\_\_

### 4 SIGNATURE

The signature below indicate that the employee has read and understands the information in the *Educational Assistance Program, Policy #1007*, including eligibility requirements, and recognizes that approval of the Tuition Waiver does not ensure admission to the University. It also affirms that the employee's and spouse or dependent (if applicable) information is true.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Human Resources Only

☐ Approved  
☐ Not Approved \_\_\_\_\_  
HR Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

**ELIGIBILITY REQUIREMENTS****Tuition Waiver Program (Undergraduate)**

The program is available to FTE, FTE-SD, PTE, PTE-SD and RH. Tuition waivers cover tuition, registration and application fees. (**NOTE:** Late fees, activity fees and course fees are not waived.) Employees, spouses and dependents who apply for a waiver of tuition are subject to the admission requirements of the University. Eligible employees do not have to be seeking a degree in a program to receive a tuition waiver if enrolled in an undergraduate class.

**If an employee or their dependent receives an LTU scholarship/discount, then they will be able to receive the greater of that scholarship or the tuition waiver. They will not be eligible for both.**

**Tuition Waiver Program (Graduate)**

Program is available to full-time employees only.

**Effective Date**

FTE	First term (semester or summer session) after date of hire or re-hire
FTE-SD	One (1) year after FTE date of hire.
PTE	First term (semester or summer session) after five (5) years from date of hire or re-hire
PTE-SD	Five (5) years after PTE date of hire.

**Benefits**

FTE/RH	100% tuition waiver with a maximum of fifteen (15) credit hours per academic year, not to exceed two (2) classes or six (6) credit hours per semester.
FTE-SD	<ul style="list-style-type: none"> <li>50% waiver with unlimited credit hours, per academic year after one (1) year of service from FTE/RH date of hire.</li> <li>100% tuition waiver with unlimited credit hours per calendar year after two (2) years of service from FTE/RH date of hire.</li> </ul>
PTE/RH	100% tuition waiver with a maximum of fifteen (15) credit hours per academic year, not to exceed two (2) classes or six (6) credit hours per semester.
PTE-SD	<ul style="list-style-type: none"> <li>50% tuition waiver with unlimited credit hours per calendar year after five (5) years of service from PTE/RH date of hire.</li> <li>75% tuition waiver with unlimited credit hours per calendar year after eight (8) years of service from PTE/RH date of hire.</li> <li>100% tuition waiver with unlimited credit hours per calendar year after twelve (12) years of service from PTE/RH date of hire.</li> </ul>

**TUITION REIMBURSEMENT PROGRAM (GRADUATE OR OTHER PROFESSIONAL DEVELOPMENT)**

The University may provide Tuition Reimbursement or a Forgiveness Loan to FTE for graduate, doctoral, seminar and other professional development courses related to the employee's current job duties or a foreseeable future position at the University. **Continuing Education courses are not covered by this benefit.** Lawrence Tech has the sole discretion to determine whether or not a course relates to an employee's current job duties or a foreseeable future position.

**ELIGIBILITY REQUIREMENT**

Employee must be full-time and have received a passing grade of C or higher in all course work. Adjunct faculty, part-time staff or employee's spouse or dependent are not eligible.

The employee's supervisor must have an approved budget with available funds to accommodate the loan.

**BENEFITS**

- FTE/RH 100% tuition reimbursement with a maximum of six (6) credit hours per calendar year, not to exceed one (1) class or three (3) credit hours per semester. .
- The maximum tuition reimbursement is \$2,000 per calendar year for other professional development is permitted if employee's supervisor has an approved budget.
- Participation in the Forgiveness Loan program (requires appropriate approval).

Participants in the Forgiveness Loan program must complete a *Forgiveness Loan Agreement, Doc. #3119*.

For more information, see the Educational Assistance Program Policy #1007 in the *Administrators, Staff and Faculty Employee Handbook* or contact the Office of Human Resources (ext.2151).

**SUBMIT COMPLETED FORM TO THE OFFICE OF HUMAN RESOURCES**