

## **COURSE FEE COURTESY PROGRAM**

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### **Summary of the Benefit**

The Course Fee Courtesy Program provides tuition assistance in an amount equal to one half of the applicable Michigan resident Undergraduate course fees (lower division or upper division fees only - this program will not pay the higher off-campus rate if the student takes any off-campus courses). The program is valid only for the first bachelor's degree, or a certificate in the agricultural technology program, and is valid through the semester in which the 120th credit is attempted. This reduction in tuition is only valid for students attending MSU. It is not applicable for any other institution.

Course fees shall be defined as credit hour tuition rates only. This program does not provide reduction of the registration fee, taxes or other charges as may be collected by the University for third parties.

### **Effective Date**

Employees who have met the eligible requirements prior to the second week of a semester are considered eligible for that entire semester.

### **Employee Eligibility**

#### **University Support Staff**

All regular full-time support staff employees, including Administrative Professional staff with flexible appointments and "official retirees" are eligible for this program after completion of 60 continuous full-time equivalent (FTE) service months.

#### **Faculty and Academic Staff**

Full-time appointments in the tenure system; full-time appointments in the specialist, librarian, National Superconducting Cyclotron Laboratory, MSU Extension continuing appointment systems; or other continuing appointment; full-time appointments in executive management positions; and full-time appointments on contracts that specify immediate eligibility for the Course Fee Courtesy are eligible for the Course Fee Courtesy immediately upon appointment. For administrative purposes, the appointment must begin by September 1 for eligibility for Fall semester, by January 15 for eligibility for Spring semester, or by June 1 for eligibility for Summer semester.

Full-time Health Programs (HP) faculty are eligible for the Course Fee Courtesy upon commencement of the first additional HP appointment. For administrative purposes, the first additional HP appointment must begin by September 1 for eligibility for Fall semester, by January 15 for eligibility for Spring semester, or by June 1 for eligibility for Summer semester.

Full-time faculty/academic staff with fixed-term appointments (i.e., appointment status is fixed-term, rolling fixed-term, contract, or rolling contract) who are not included in 1.1 or 1.2 above are eligible for the Course Fee Courtesy upon attainment of 60 full-time equivalent (FTE) service months. For administrative purposes, the 60 FTE must be reached by September 1 for eligibility for Fall semester, by January 15 for eligibility for Spring semester, or by June 1 for eligibility for Summer semester.

Faculty/academic staff must be covered under one of the above to be eligible.

### **Retirees**

Official retirees of MSU who were eligible at the time of their retirement retain their eligibility during retirement.

### **Student Eligibility**

Spouses and dependent children who are eligible for the Course Fee Courtesy are defined as follows:

#### **Dependent Children**

Children of eligible support staff, faculty, or academic staff who are qualified dependents for federal income tax purposes or children of eligible support staff, faculty or academic staff for whom the employee provides more than 50% support. Such children who have eligible faculty, academic staff or support staff as their legal guardians.

NOTE: If an eligible child has more than one eligible parent working at MSU, he or she is still only eligible for 50% course fee credit.

#### **Spouse**

The legal recognized spouse of eligible support staff, faculty or academic staff.

### **Extenuating Eligibility**

#### **Approved Leave**

Approved dependents of eligible support staff, faculty or academic staff on approved leave of absence will continue to be eligible for the Course Fee Courtesy.

#### **Disability/Death**

Approved dependents of eligible support staff, faculty or academic staff or eligible retiree retain eligibility in the following situations:

- 1) If the employee is a recipient of Long-Term Disability.
- 2) If the employee dies while actively employed or while a recipient of Long-Term Disability benefits.
- 3) If the retiree dies.

### **Enrollment and Admission Requirements**

Students' academic eligibility is based on the following: Student applicants must be admitted or readmitted to Michigan State University in accordance with the normal requirements for

admission and readmission. The student must be enrolled in Agricultural Technology or a degree-granting program leading to a first baccalaureate degree. (No preference students are also eligible.) Credits ATTEMPTED must equal less than 120. These credits will be calculated by adding the student's total credits earned (including transfer credits, pass grades and credit grades), plus credits for courses in which the student received a Deferred, Incomplete, Withdrawn, Extension, No-pass, No-credit, or 0.0, and/or Repeat Credits.

### **Office of Financial Aid**

As a scholastic award, the Course Fee Courtesy Program will be considered in determining eligibility for any additional financial assistance for those students who apply for financial aid at MSU. If other forms of financial aid have been awarded to the student to attend MSU, this aid may be adjusted to reflect the Course Fee Courtesy. Depending on the type of awarded aid (as well as when the Office of Financial Aid is informed of eligibility for the Course Fee Courtesy), adjustments may be made to grants, loans or work eligibility according to the guidelines of the Office of Financial Aid. The student will be informed of any adjustments. In some cases the Course Fee Courtesy may be adjusted, and in other cases the financial aid may be adjusted. If you are eligible for any other benefit you should contact the Office of Financial Aid to find out how your Course Fee Courtesy would be affected. You may be required to submit additional documentation, if requested, to the Office of Financial Aid, to verify eligibility.

Each semester the Office of Financial Aid will send a letter to students in the Course Fee Courtesy Program who have met or exceeded 90 credits attempted. The letter will indicate the total number of credits attempted. When the student reaches the 120-credit limit the letter will indicate the Course Fee Courtesy will not be available to the student in the following semester.

### **Refunds**

If the student drops courses or withdraws from school during the refund period, any refund applicable to the Course Fee Courtesy will revert to the University.

### **Termination of the Course Fee Courtesy Program**

Except as stipulated, the Course Fee Courtesy for spouse and dependent children will be discontinued at the conclusion of the semester during which the employee or student becomes ineligible or employment is terminated. Refer to Extenuating Eligibility for more information.

### **Employee/Retiree Responsibilities**

Complete and submit the online Course Fee Courtesy Application available at <https://coursefeecourtesy.hr.msu.edu>. Only one application needs to be completed for each student for the entire undergraduate degree (120 credits attempted) unless the student leaves the University and readmission as a student is required. Applications should be submitted to the appropriate office in accordance with the following deadlines:

- Fall Semester June 1
- Spring Semester October 1
- Summer Semester March 1

### **Finalizing application for Course Fee Courtesy**

After the eligibility of the support staff, faculty or academic staff member has been determined by Human Resources, the application is forwarded to the Office of Financial Aid for determination of student eligibility. If the employee and the student are determined to be eligible, they will received an e-mail notification of the approval of the application. Notification of disapproval is also made via e-mail.

**Registration Information for Course Fee Courtesy Students**

Applications submitted in accordance with the deadlines will have the Course Fee Courtesy appear on the student's bill as a credit prior to registration and considered in the final assessment process.

Applications submitted after the Course Fee Courtesy Application deadlines will also be processed. However, the Course Fee Courtesy credit may not appear on the student's bill. Therefore, the student should be prepared to pay their full tuition.

The Office of Financial Aid will review all approved applications and coordinate Financial Aid Awards to include the Course Fee Courtesy. When appropriate, a revised Financial Aid award notification will be sent to the student.

If the application for the Course Fee Courtesy is processed after the student has registered, he or she will receive a credit on their account. This credit will be refunded to the student.

Please Note: If the student owes any funds to Michigan State University for any reason, a deduction will be made from the reimbursement before the check is issued to the student.