TUITION REDUCTION INCENTIVE PROGRAM (TRIP)
for DEPENDENTS AND SPOUSES

POLICY

Spouses and dependents of eligible employees who meet the program requirements are eligible for a 50% reduction in tuition for University degree programs. The Tuition Reduction Incentive Program (TRIP) will pay no more than 50% of the tuition charges. The TRIP benefit does not include books, supplies, fees or room and board.

ELIGIBILITY

The employee must be eligible for Michigan Tech’s Employee Education Program.

To be eligible, the spouse and/or unmarried children must be a tax dependent of the employee. Children are considered a dependent until the age of 26.

If an employee has opted out of Tech’s health insurance because their spouse has medical coverage through another employer and can provide proof of dependency, the employee’s dependent would be considered eligible.

If an eligible unmarried child has more than one eligible parent working at Tech, he or she is eligible for only one TRIP benefit. The student is not eligible for more than 50% tuition reduction through this program.

If you are eligible for the Employee Education Program, you are not eligible for the TRIP benefit.

Dual enrollment and non-dual enrolled (high school) students are eligible for the TRIP benefit. The TRIP benefit plus the high school contribution will not exceed actual tuition and related fees.

Students studying abroad will be eligible if the tuition is paid to Michigan Technological University only. The TRIP benefit only applies to the credit hour portion of the total study abroad bill.

Children who are married are not eligible.

Graduate students who are eligible for the TRIP benefit and who receive graduate support shall not receive a TRIP benefit that exceeds the student’s portion of actual tuition and tuition related fee costs.

EXTENUATING ELIGIBILITY

Spouses and dependent children of eligible employees on approved leave of absence, not to exceed one year, will continue to be eligible for the TRIP benefit.

Eligible employees who are on active military duty will be eligible to participate in the TRIP benefit.

The spouse and dependent children will retain eligibility, until completion of their current degree (undergrad or graduate) program if their admission date is prior to:

• the death of the eligible employee.
• the layoff of the eligible employee.
• the child getting married.
• the eligible employee becomes qualified for long term disability.
• the retirement of the eligible employee.
• the child turning 26.
**Note:**
Eligibility in current program will be retained until the student graduates or does not enroll in classes in a term (excluding summer), whichever comes first.

**ENROLLMENT AND ADMISSION REQUIREMENTS**

Student applicants must be admitted or readmitted to Michigan Technological University in accordance with the normal requirements for admission and readmission. The student is responsible for all fees, books, room and board.

Students continue to be eligible as long as they meet the academic requirements for Michigan Tech attendance under the Dean of Student Affairs Scholastic Standards Policy.

**REFUND**

If the student drops courses or withdraws from the University during the refund period, any credit applicable to the TRIP benefit will revert back to the University.

**TERMINATION OF THE TRIP BENEFIT**

Except as stipulated, the TRIP benefit will be discontinued at the conclusion of the semester during which the employee or student becomes ineligible or employment is terminated, or ROTC member is reassigned.

**TAXABILITY**

This benefit may be taxable to the employee.

**PROCEDURES**

A TRIP application form can be obtained from and returned to the Benefits office. The form is to be signed by the eligible employee and student. One application form is to be completed for each student each year the student is enrolled in the undergraduate, Masters degree or Ph.D. program.

Depending on your beginning term of enrollment, the form is due in the Benefits Office no later than:

- Fall Semester: July 1
- Spring Semester: December 1
- Summer: April 1

If your application is turned in late, you may be responsible for paying your tuition bill with your own resources. After your application is processed, your account will be credited.

TRIP benefits will not be paid if the TRIP application is submitted later than six (6) months after the beginning of the semester.

After the eligibility of the employee has been verified by the Benefits Office, a copy of the application is sent to the Financial Aid Office for student eligibility approval.

The Financial Aid office will:

- Check to see if the student is registered and has scheduled classes.
- Enter a TRIP resource amount in the student’s financial aid record.
- Retain applications with TRIP benefit dollar amount designated.

The Accounting Office will make the TRIP adjustments to the student’s account.

7/30/14