

## Education Benefits for Remote Michigan Tech Employees

All eligible Michigan Tech employees whose office is located more than 150 miles driving distance from Houghton, Michigan, are eligible to receive the Employee Education Benefit for courses taken at an accredited college or university other than Michigan Tech.

Maximum class load is 2 courses per semester up to \$6,000 per calendar year.

### Guidelines:

- The employee follows the Employee Education Program guidelines as written in the Staff Handbook.
- The college or university must be an accredited post-secondary educational institution.

### Procedures:

- A copy of the tuition bill authorized by the supervisor needs to be sent to the Benefits Office for approval.
- The Benefits Office will request a check from the Accounting Office for payment to the requested university.
- Once the Benefits office has received the check it will be mailed to the requested university with a copy of the tuition bill.
- A copy of the check and tuition bill will be kept in the Benefits office and a copy sent to accounting tax department.
- A copy of the grade sheet must be sent to the Benefits Office upon completion of class.