



**Michigan
Technological
University**

APPLICATION
Employee Education Program (EEP)
New Guidelines Effective July 1, 2023

Name: _____ M#: _____

Active Employee

Phone: _____ Employee's Department: _____

I certify that I am a benefits eligible employee and have read and understand the EEP benefit policy for eligibility, effective July 1, 2023.

Employee Signature: _____ Date: _____

<https://www.mtu.edu/hr/current/benefits/docs/employee-education.pdf>

Please note:

- You must maintain active employment status at the University for the entire duration of the course
 - You must successfully complete the course(s) with a passing grade of a "C" or higher (credit or audit)
 - Failure to meet the above criteria will result in the employee reimbursing the tuition benefit
-

Attach a copy of your tuition bill for submission and have your supervisor sign below for permission to take class(es).

Supervisor Name: _____ Department: _____

Supervisor Signature: _____ Date: _____

For Benefit Services and Cashiers Office Use Only
Copy of completed form to be sent to Benefits Office

The Benefits office has certified that the employee listed above is eligible to receive the EEP Benefit for the according to the new guidelines effective July 1, 2023.

Benefits Office Signature: _____ Date: _____

EEP Benefit: \$ _____ Semester: _____ Credits: _____

Financial Aid Signature: _____ Date: _____