

Tuition Assistance Registration Authorization

Purpose

The *Registration Authorization* form is used to request authorization to register for a course at a participating institution, where payment for the course will occur directly from the City of Detroit tuition assistance program, if the student receives a satisfactory grade in that course for the time frame of the registration.

Usage

A *Registration Authorization* form must be completed by the employee and submitted to the O/EDS Division of the Human Resources Department 30 days BEFORE the scheduled date of registration at the participating Educational Institution.

Attributes

The *Registration Authorization* is a one page electronic form. To access this form, select the HR web page, or type <http://cityweb/humanresources>, then go to DOCUMENTS\FORMS and select Registration Authorization [FORM9417].

Completion and Filing

The *Registration Authorization* must be completed in full, and submitted to the Human Resources Department, O/EDS division, Tuition Assistance Office, at 1300 Rosa Parks, Detroit, MI 48216. **A Tuition Assistance Application must also be submitted at the SAME time.** You will be notified of approval or denial within 10 working days of the date of receipt at the Tuition Assistance Office. If approved, the *Registration Authorization* will be returned to you. The approved form is to be taken to the participating school or university where the course is offered, and submitted with your course registration forms.

Employee MUST provide grade for the completion of the course within 90 days of the last day of the course. Payment is based on a minimum of a C grade for undergraduate courses, or a B grade for graduate courses.

Note: Payment for graduate level courses is considered income by the Internal Revenue Service.

Distribution

Supervisor*

Employee*

Office Assistant (at O/EDS)*

Manager – Employee Services (at O/EDS)

Ownership

The Manager – Employee Services (at Organization and Employee Development Services) is responsible for ensuring that this document is necessary and that it reflects actual practice and City policy. Questions concerning this form should be directed to the person listed above.

Registration Authorization (Direct Billing)

Employee Name: _____	SSN: _____
Employee Department: _____	Work Phone: _____
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	Course Start Date: _____ Course End Date: _____
Degree Program: _____ Major: _____	
University/School: _____	
University/School Address: _____	
University/School Billing Address: _____	
Have you submitted a Tuition Assistance or a Pre-Authorized Registration Application within the last 90 days? <input type="checkbox"/> Yes <input type="checkbox"/> No, If yes, provide end date of semester/term: _____ and amount of payment requested: \$ _____	

I hereby authorize _____ to release any information
Name of Educational Institution
from my school files that is requested by the Human Resources Department of the City of Detroit.

Employee Signature: _____ Date: _____

Amount Approved: _____	Date of Approval: _____
Authorized By (O/EDS stamp): 	

To the Educational Institution participating in the City of Detroit Tuition Assistance Program:

Please allow the above named individual to enroll for course(s) at your university/school.

At the successful completion of the course(s), submit an invoice no later than 90 days after the term ends to: The City of Detroit, Human Resources Department, O/EDS Division

Attention: Tuition Assistance Office
1300 Rosa Parks Blvd.
Detroit, MI 48216

The invoice MUST include the student's name, SSN, course(s), level (undergraduate or graduate), grade (minimum of C for undergraduate, B for graduate), date of course(s), itemized tuition cost and fees less any student grants or scholarships (**payable fees are Tuition, Registration and Lab fees, and Text Books**).

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