

Tuition Assistance Information Sheet

Distribution

Manager - Employee Services (all divisions)

Employee Services Specialist (at Employee Services)

Office Assistant (all divisions)

Supervisor

Employee*

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 document should be referred to the person listed above.

Tuition Assistance Program

A reimbursement service provided by

Organization and Employee Development Services Division of the

Human Resources Department

1-313-224-1418 (Monday – Friday 8:00 am – 4:00 pm)

Offices located at 1300 Rosa Parks - Detroit, MI 48216

What is Tuition Assistance?

The Tuition Assistance program is a **reimbursement** plan used to encourage and assist City employees in obtaining additional education and training. This additional training will result in additional skills that will improve employee performance in providing City services. Only the tuition and registration fees paid to an educational institution are covered by this plan. To apply for reimbursement, you must complete the Tuition Assistance application within 90 days of the class ending date. The application must be submitted to O/EDS Tuition Office (address above) with the required supporting documentation. The current maximum reimbursement, per fiscal year (July 1st to June 30th), per employee, is:

Employee Development Programs (seminars, conferences, etc)	\$1200.00
Undergraduate Degree Program	\$1500.00
Graduate Degree Program	\$2000.00

The Tuition Assistance program also contains a component that will pay the educational institution **directly**, if the institution participates in our direct billing program. For a complete list of participating universities, contact Tuition Assistance Office @224-1418. To apply for direct billing, you must complete the normal Tuition Assistance application and Registration Authorization form. The Registration form is what the educational institution will require to permit you to register for class(es).

Both applications require appropriate supporting documentation:

- a copy of brochure, registration form or course description.
- Transcripts, certificate of completion or grade report (on official form or letterhead)
- Proof of payment with dollar amount displayed (on official form or letterhead)

All applications must be signed by the employee, supervisor, and Human Resources Consultant.

TUITION ASSISTANCE PLAN
(Refund or Pre-Authorized Registration)

The City of Detroit will, under certain conditions, reimburse City employees for costs of continuing education.

The City of Detroit and the universities listed below have agreed to allow employees to register with a letter of authorization from the City's HR Department. The college/university will invoice the City of Detroit at the end of the semester/course.

Baker College

Henry Ford Community College

Central Michigan University

University of Mercy-Detroit

Davenport University

**Wayne County Community College-
District**

Purpose: To encourage and assist City employees in securing additional training that will contribute to improve performance/development of City employees and better municipal services.

Eligibility: Program eligibility is limited to courses, determined by the Human Resources Department, generally related to the employee's current occupation or reasonable promotional opportunity. To be eligible for tuition assistance, an approved institution or agency must conduct courses. Institutions other than accredited educational organizations will not be considered approved until they have been investigated and determined to be acceptable by the Human Resources Department.

The Tuition Assistance Plan has been incorporated in many union contracts as a **"fringe benefit."** For most city employees, the maximum tuition assistance is currently **\$2000 for graduate studies, \$1500 for undergraduate studies and \$1200 for Employee Development Programs each fiscal year (July 1 – June 30).** The completion date of the course or training program will determine to which fiscal year the assistance is allocated.

Please see your Human Resources Consultant for specific details and application forms.