

BUSINESS POLICY LETTER

TO: All Members of the University Community

2016:11

DATE: February 2016

Tuition Waiver and Tuition Specific Awards Policy (Supercedes 2010:08)

I. Policy Statement

The purpose of this policy is to provide a standard procedure for application of tuition specific waivers, including the FSU Employee Tuition Waiver and the FSU Native American Tuition Waiver, in cases of duplicate tuition funding for Ferris State University employees, their dependents or students.

Guidelines

- A. The tuition waiver is provided as a benefit to Ferris State University's employees and their dependents. The tuition waiver provides a benefit based on a per credit hour rate for tuition or a specified value per semester depending on where courses are taken. Tuition waiver benefit will not be applied to non-tuition costs as stated in Human Resources Policy – Tuition Benefits Program.
- B. This policy covers all forms of tuition specific third party payments such as MET (Michigan Education Trust), Kalamazoo Promise, National Guard Tuition Assistance, and Michigan Vocational Rehabilitation Services.

II. Application of Tuition Waivers and Third Party Payments

The procedures outlined below will be followed for the application of tuition waivers and third party payments:

- A. A combination of the Ferris State University's tuition waiver and other third party payments will be allowed for the amount of tuition only as billed in each semester. The amount of tuition waiver and third party payment will not exceed the total tuition charges for a specific semester.
- B. In cases where the student has both a tuition specific third party payment and a tuition waiver, the tuition waiver or a combination of tuition waivers will be applied first and any remainder of unpaid tuition will be billed to the third party sponsor.
- C. If the waiver or other tuition specific award does not fully cover tuition, Ferris State University's Student Financial Services will bill the third party sponsor for the portion of tuition not covered.

Ferris State University Student Financial Services should be contacted if there are any questions related to this policy.

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Contact: Director of Student Financial Services