



## Malloy Tuition Reimbursement Program

### **MALLOY HAS A VERY GENEROUS TUITION REIMBURSEMENT PROGRAM**

Tuition reimbursement is available to full-time non-temporary employees for courses that begin after an employee has completed 6 months of continuous employment with Malloy. All academic courses (physical education classes and certain other non-academic courses will not be covered) taken from colleges or universities accredited by the North Central Association Commission on Institutions of Higher Education (NCA-CIHE) are 100% reimbursable, as long as the following criteria are met:

- The employee must successfully complete the course(s)
  1. with a passing grade for pass/fail courses,
  2. with a grade of C or better for graded courses.
- The employee cannot exceed the maximum limits per semester as listed below
  1. Undergraduate college classes: maximum limit of \$3,000 per semester,
  2. Graduate college classes: maximum limit of \$5,000 per semester.

Typically, Malloy will reimburse the following fees: tuition charged per credit hour, application fees, admission fees, and lab fees for approved classes. Financing fees, parking fees and book fees will not be reimbursed. To be reimbursed for any course related fees, students must provide the Director of Human Resources a copy of their final grade(s), a copy of the itemized billed expenses, and receipts of paid bills.

Financial aid scholarships are available from area colleges, universities and government programs. When employees make the effort to obtain and receive such scholarships, they are reducing Malloy's overall expense for tuition reimbursement. Therefore, when employees receive scholarships reducing the charged tuition fees, the difference will be applied towards the amounts paid for required textbooks. Financial aid documentation and textbook receipts must be provided for textbook fees to be reimbursed.

For tuition reimbursement of classes completed at high schools for GED requirements, or for colleges, career or vocational schools not accredited by NCA-CIHE, the interested employee must request consideration by the Director of Human Resources prior to taking the course. Typically, non NCA-CIHE courses would be approved if the training could be applied to a position at Malloy, and if the coursework is not readily available at one of the area NCA-CIHE accredited schools or colleges. To illustrate, courses such as auto repair or metalworking might be covered, but flying lessons would not be covered.

### **NCA-CIHE ACCREDITED COLLEGES & UNIVERSITIES ATTENDED BY MALLOY EMPLOYEES**

- Adrian College
- Albion College
- Baker College
- Cleary College
- Concordia College
- Detroit College of Business
- Eastern Michigan University
- Ferris State University
- Henry Ford Community College
- Jackson Community College
- Lansing Community College
- Lawrence Technological University
- Macomb Community College
- Michigan State University
- Oakland Community College
- Oakland University
- Schoolcraft College
- Spring Arbor College
- University of Detroit - Mercy
- University of Michigan
- Washtenaw Community College
- Wayne State University

### **QUESTIONS**

If you have any questions, please contact Suzanne, extension 554.