

Human Resources

WMU, Attn: HR, 1300 Seibert Administration Building MS5217
Kalamazoo, MI 49008

APPLICATION and ELIGIBILITY CERTIFICATION: (Please type or print clearly)

Employee Information			
Last Name	First Name	Middle Initial	Employee ID No (on paycheck)
Student Information			
Last Name	First Name	Middle Initial	Student WMU-Cooley ID (required)
I am requesting tuition reduction for the following semesters: <i>Select Semester</i>			
<input type="checkbox"/> Fall 2018 <input type="checkbox"/> Spring 2019 <input type="checkbox"/> Summer 2019			
If student is not the employee, student's relationship to employee, applicable definition, and taxability: <input type="checkbox"/> Spouse I certify that the above-named student is my current spouse for the purpose of my federal income tax and will be so reported for the period of time for which tuition reduction is requested. <input type="checkbox"/> Eligible dependent I certify that the above-named student is a biological child, legally adopted child, or stepchild who qualifies as a dependent child for the purpose of my federal income tax and will be so reported for the period of time for which tuition reduction is requested. I understand that the value of the tuition reduction benefit may be taxable to me and that applicable payroll taxes on this value will be deducted from my paycheck.			
Will the student be enrolled in both Western Michigan University (WMU) and Western Michigan Thomas M. Cooley Law School (WMU-Cooley) during any of the periods covered by this application? <i>Select YES/NO</i> <input type="checkbox"/> YES <input type="checkbox"/> NO			

POLICY: For Western Michigan University Thomas M. Cooley Law School (WMU-Cooley) courses attempted by the Western Michigan University (WMU) employee, spouse or dependent child (as per the certification above) WMU-Cooley shall reduce, by fifty percent (50%) the cost of tuition remaining after all other scholarships have been applied, provided all eligibility requirements are met.

WMU EMPLOYEE ELIGIBILITY: The employee must be a full-time benefits eligible faculty or staff member, and be on the active payroll by the final day of registration for the semester or session for which tuition reduction is requested.

STUDENT ELIGIBILITY: The student must meet all WMU-Cooley admission requirements, be admitted to WMU-Cooley through WMU-Cooley's application process, be pursuing a J.D. or LL.M. degree, maintain Satisfactory Academic Progress (SAP), and must not be subject to sanctions under the honor code or disciplinary procedures of the law school. For more information on SAP, visit the student policy manual on the WMU-Cooley Student Portal.

EXCLUSIONS: Tuition reduction does not apply to tuition for audited or non-credit courses; neither does it apply to other fees (required or miscellaneous). If the student receives any WMU-Cooley or external award that is limited to paying tuition and required fees, the reduction will only cover up to the remaining tuition. For WMU employees, spouse, and child(ren) as above, the benefit is limited to a maximum of 90 credit hours toward a J.D. degree and 24 credit hours toward one LL.M. degree.

Eligibility will be determined for the semester or session as specified in this application. Annual application to this reduction program is required. An eligible dependent who began the reduction program prior to the death or permanent disability of the employee will have up to four years of continuing eligibility after the event separating the employee from the law school, under the current terms and conditions of the program.

I understand that if the above information is not accurate or if I do not promptly notify WMU Human Resources of any change in status or eligibility, I am liable for the reduction portion of tuition and fees. If I become liable for the remitted portion, I agree, immediately upon the request of the WMU, to authorize deduction of the total amount that I owe from my pay in accordance with the law. My signature authorizes WMU and WMU-Cooley to exchange academic transcript information as needed to verify my academic progress for the enrollment period covered by this application.

Employee Signature _____ **Date** _____

Return application to: Human Resources, 1300 Seibert Administration Building; MS5217 or Email: hr-hris@wmich.edu
Fax: (269) 387-3441 Retain a copy for your files