

## **Tuition Remission - Frequently Asked Questions**

- **Who should I contact with questions regarding tuition remission?**

Questions regarding your eligibility, application for and approval of tuition remission benefits should be directed to the benefits area of the Human Resources Department at (313) 993-1036.

Questions regarding the timing and amount of tuition remission credits applied to your student account should be directed to the Student Accounting Office at (313) 993-1420.

Questions regarding the inclusion of graduate-level tuition remission benefits in your taxable wages should be directed to the Payroll Department at (313) 993-1036.

- **Who is eligible for the tuition remission benefit?**

All full-time and modified full-time employees, their spouse and eligible children (*unmarried son, daughter, and stepchild*).

- **How do I get an application for tuition waiver?**

The application can be found on the HR website:

[http://www.udmercy.edu/faculty-staff/hr/files/Tuition\\_Waiver\\_Form\\_Revised\\_07012017.pdf](http://www.udmercy.edu/faculty-staff/hr/files/Tuition_Waiver_Form_Revised_07012017.pdf)

or in the Human Resources office, Room 200, Fisher Administration Center, McNichols Campus.

- **Where do I submit my tuition waiver?**

Submit your application to the Human Resources office, via fax 313-993-1015 or deliver to Room 200, Fisher Administration Center, McNichols Campus.

- **What happens if my tuition waiver is not processed?**

Check with the Student Financial Aid department at 313-993-3350.

- **Can I take more than 9 credit hours?**

Yes, but you must get approval and signature from your Supervisor.

- **Can I attend class during my scheduled work day?**

Rarely is there a need for someone to take a class during the scheduled work day. If required, you must get approval from your immediate supervisor as well as the next level supervisor, and you are limited to one (1) class.

- **Are fees covered under tuition remission?**

Fees are covered for eligible employees. Tuition remission only covers applicable tuition for a spouse and dependents.

- **Why is there a hold on my account?**

There could be a financial or academic hold. Contact the Student Accounting office for more information.

- **What is financial aid?**

Financial aid is money made available to a student to help fund his/her education. Financial aid includes grants, scholarships, work-study programs and student loans.

- **How do I apply for financial aid?**

You can apply for financial aid by completing FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) .

- **Why do I have to complete FAFSA?**

Detroit Mercy requires all undergrad students applying for Tuition Remission to complete the FAFSA each academic year; so that the university can take advantage of any Federal or State Grants/Scholarships available.

- **What is I am ineligible for grants and do not want to complete a FAFSA?**

If based on your income and household information you are not eligible for any Federal or State Grants/Scholarships a one-time waiver can be completed.

- ✓ You must bring your most recent federal income taxes and reported household information to the Financial Aid Office.
- ✓ A FAFSA estimator will be completed to determine your eligibility.
- ✓ If it is determined that you would not be eligible for Federal or State Grants/Scholarships you will not have to complete a FAFSA each year.
- ✓ Employees using this waiver are required to inform the Financial Aid Department of any changes in income or household size.

- **What is my school code for the FAFSA?**

002323

- **I don't live with my parents, can I be considered independent for FAFSA?**

The FAFSA looks at various criteria to determine if you are independent of your parents. You have to be able to answer "yes" to one of the questions below to be considered independent:

- ✓ Will you turn 24 this current year?
- ✓ Are you working on a Masters or Doctorate?
- ✓ Are you married?
- ✓ Do you have children or dependents that you support?
- ✓ Are you a U.S. veteran?
- ✓ Are you or were you an orphan or ward of the court?
- ✓ As of today, are you an emancipated minor?
- ✓ As of today, are you in legal guardianship?
- ✓ At any time on or after July 1, 2008 has it been determined that you were an unaccompanied youth who was homeless?

If the answer is "no" to all of these questions then parent data MUST be included on the FAFSA form with the student data. If the student can answer yes to one or more of these questions parent data is not needed.

- **Do I have to file FAFSA every year?**

Yes.

- **Do I have to file my taxes to complete FAFSA?**

You may complete the FAFSA using estimated income. However, the IRS will verify therefore, you must go back and correct your income information once you have completed your tax return.

- **What is the filing deadline for the FAFSA?**

March 1<sup>st</sup>.

- **How often do I need to apply for tuition remission?**

A new application is needed for each term in which classes will be taken.

- **When is the deadline for submitting my application for tuition remission?**

The application should be submitted after applying for FAFSA and as close to or in advance of the start of the term as possible in order to avoid charges being placed on your account.