

Tuition Assistance Checklist

To request benefits under the MPC Educational Reimbursement Plan

DEGREE PROGRAM REQUEST

Before beginning a Degree Program, you must submit a Degree Program Request online through Workday; the following documentation must be included with your request.

- Program Description
- List of Curriculum & Courses, including cost per credit hour
- Summary of any Financial Aid you are eligible to receive, *if applicable*.

NON_DEGREE DEGREE COURSE REQUEST

Before beginning a stand-alone course, you must submit a Non-Degree Course Request online through Workday; the following documentation must be included with your request.

- Course Description
- Summary of cost/cost per credit hour
- Summary of any Financial Aid you are eligible to receive *(if applicable)*

TUITION REIMBURSEMENT REQUEST

Once you complete a course with a grade of C or better, you can submit a Tuition Reimbursement Request online through Workday; the following documentation must be included with your request.

- Official Grade Report *(must be a grade of "C" or better or "Pass" if a Pass/Fail course)*
- Itemized Statement of Tuition *(less payments made)*
- Receipts for textbooks and supplies associated with the course.
- Statement of Financial Aid *(if applicable)*

Note - reimbursement should not be requested until the course has been completed.

**** See the Educational Reimbursement Plan on www.myMPCbenefits.com for more details and for instructions on how to submit the above requests.***

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