Established: 10 February 2011

Course Discounts Policy

Purpose
To provide guidance on discounts related to courses offered through the Division of Continuing and International Education and not covered by tuition remission.

Policy
Discounts to non-tuition remission courses taken by UM employees and their family members may not exceed the 20% of the regular tuition. If a higher discount is offered the difference between the 20% and the higher percentage ought to be reported to the Payroll Office for tax purposes.

Procedure
If a higher discount is offered the difference between the 20% and the higher percentage ought to be reported to the Payroll Office for tax purposes.

Reference
Course Discounts Memo dated February 10th, 2011.