

### **NON Bargained OPT/A**

- Money available on a first-come first-serve basis and may be reserved for the employee
- Eligible for up to three (3) credits per semester w/ a maximum of nine (9) credits per fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)
- Can be reimbursed a maximum of the EMU undergraduate rate plus a maximum of \$100 for course fees per semester (**does not include books or other related expenses**)
- Undergraduate courses must have a “C” grade or better, graduate courses must have a “B” grade or better

All supporting documents must be submitted within six (6) weeks of course completion (i.e. request form, grade report & original receipt of payment)

- Submission of **original receipt** of tuition payment