



**LANSING COMMUNITY COLLEGE**  
**EMPLOYEE, EMPLOYEE CURRENT SPOUSE**  
**AND EMPLOYEE DEPENDENT**  
**TUITION BENEFICIARY RESPONSIBILITY**

Lansing Community College provides employees, eligible employee current spouses and eligible employee dependents with tuition scholarships as an employee benefit. The employee, current spouse, or dependent (hereafter named Tuition Beneficiary or Tuition Beneficiaries) has the following responsibilities related to this benefit.

LCC TUITION BENEFICIARY RESPONSIBILITY

1. LCC Tuition Beneficiaries must pay all fees (application, registration, course and activity and/or any tuition amounts that exceed the regular tuition benefit). These fees must be paid at the time of registration or by the published telephone registration payment due date.
2. College policy and procedures published in the schedule book regarding dropping courses and refunds apply to all LCC Tuition Beneficiaries.
3. If employment at Lansing Community College *is terminated* during a semester in which the employee, eligible current spouse, or eligible dependent has enrolled in a tuition scholarship course(s), it will be the responsibility of the Tuition Beneficiary to withdraw from the course(s) for which he/she does not wish to be billed.
4. Eligible dependent is defined as those meeting the dependency requirements set forth by the United States Internal Revenue Service.
5. It is the employee's responsibility to inform the LCC Human Resources Office of employee dependent status changes, including name changes.
6. LCC tuition beneficiaries are responsible for paying fees when withdrawing from courses after the last day of the 100% refund period.

Employees, employee dependents and/or retirees who have questions about College tuition benefits should contact the LCC Human Resources Office at (517) 483-1870.