Tuition Reduction Application (Dependent/Spouse)

**Policy:** For more information on this program, please see the Employee Dependent/Spouse Tuition Reduction Program Policy in the Employee Policy & Procedure Manual.

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| --- |
| Employee Information |

Name:       ID #:

Department:       Suite #:

Position Title:       Hire Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Type: | [ ]  Admin | [ ]  Staff | [ ]  Faculty |       % Faculty Workload |
|  | [ ]  Full Time | [ ]  Part Time |  |  |
|  |
|  |  |       |
| Employee Signature |  | Date |

|  |
| --- |
| Student Information |

Name:       Relationship:

ID#:       Social Security #:       Birthdate:

Street:       Apt. #:

City:       State:       Zip:

|  |  |  |
| --- | --- | --- |
| The student is applying for the tuition reduction for: | [ ]  Summer 20   | [ ]  Fall 20   |
| ***(Please select all that apply)*** | [ ]  Spring 20   | [ ]  Summer 20   |

Name, address and phone number of College/University for which the tuition reduction is being requested:

Name:

Address:       Phone:

*—Please complete other side—*

|  |  |  |  |
| --- | --- | --- | --- |
| The student is | [ ]  Full-time | [ ]  Part-time | [ ]  Dual-enrolled |
| The student is registering for |       credit hours | Anticipated graduation month/year        |
| The student is a candidate for | [ ]  Associate’s Degree | [ ]  Bachelor’s Degree |
| Has this student taken any prior college courses? | [ ]  Yes | [ ]  No |
| If yes, how many college credits have been taken? |        |
| Does the student have a bachelor’s degree? | [ ]  Yes | [ ]  No |
| Has this student ever received a tuition reduction? | [ ]  Yes | [ ]  No |
| If yes, what term(s) (e.g., Summer 20xx, Fall 20xx, Spring 20xx)? |        |
| The student will be living: | [ ]  On-Campus | [ ]  Off-Campus | [ ]  At Home |

***THIS APPLICATION MUST BE COMPLETED IN FULL AND SUBMITTED TO HUMAN RESOURCES PRIOR TO THE START OF ANY TERM IN WHICH THE TUTION REDUCTION IS REQUESTED. MESSIAH UNIVERSITY TUITION REDUCTION CANNOT EXCEED AN AMOUNT EQUAL TO 100% OF TUITION WHEN COMBINED WITH INSTITUTIONAL AID. AT THE END OF EACH ACADEMIC TERM, A TRANSCRIPT AND A FINALIZED COPY OF THE STUDENT’S FINANCIAL STATEMENT ARE REQUIRED.***

(**TO BE COMPLETED BY SCHOOL OFFICIAL**)

|  |
| --- |
| Employee Verification |

|  |  |
| --- | --- |
| The above employee has been verified as an employee of the University since |       |
|  | (Month/Day/Year) |
| Employee Type: | [ ]  Full-time | [ ]  Part-time |  |
| Employee Location: | [ ]  Messiah | [ ]  Other (*specify)* |       |

|  |  |  |
| --- | --- | --- |
| Will the above-mentioned person be employed by Messiah for the upcoming year? | [ ]  Yes | [ ]  No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|       | % | $ |       | Other Institution |       |
|       | % | $ |       | Messiah University |  |
|  |  |  |  |  |  |
|       | % | $ |       | $ |       |  |
| Aid |  |  | Tuition | Total Tuition Reduction Awarded |

|  |  |  |
| --- | --- | --- |
|  |  |       |
| Human Resources Signature |  | Date |

Messiah University does not discriminate on the basis of age, race, color, sex, national or ethnic origin, disability, or veteran’s status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.