



Student Financial Services
Graduate Tuition Reduction Benefit Form
Faculty/Staff Employee

1900 Belmont Blvd Nashville, TN 37212 ♦ Tel: 615-460-6403 ♦ Fax: 615-460-6141 ♦ E-Mail: finaid@mail.belmont.edu ♦ Web: www.belmont.edu/sfs

Directions:

This form must be completed and returned to Belmont Central or the Office of Student Financial Services prior to the beginning of each semester that the tuition reduction benefit is requested. Each eligible Belmont employee who is admitted to a graduate program may take graduate courses at a tuition rate of \$80 per credit hour.

Fall Semester 20____
Spring Semester 20____
Summer Semester 20____

Employee Name: _____
Last First MI

Employee's Social Security Number: _____

I hereby apply for the Graduate Tuition Reduction Benefit allowed for full-time employees of Belmont University. I understand that the Graduate Tuition Reduction Benefit is available for coursework only. I am responsible for paying all other course fees. **If any portion of the unpaid balance remains on my student account at the end of each academic term (August 1, December 1 and May 1) I authorize the university to deduct the amount of the account balance from my pay.**

Number of hours to be taken at \$80 per credit hour (max 7 hours per term) _____

Employee Signature Date

Employee Department

Date of Employment (Month/Day/Year)

Signed by Department Head or Supervisor*
**Please indicate your title. No scanned or rubber stamp signatures accepted.*

Please refer to the next page for the graduate tuition reduction policy.
Return completed form to Belmont Central or the Office of Student Financial Services.

SFS Approval _____ Date _____

For office use only

Tuition Reduction Benefit for Graduate Programs Faculty/Staff

Faculty and Staff Employees: Full-time staff and members of the faculty who have held provisional or tenured appointments at Belmont University for at least four (4) months may be eligible to receive a reduction of tuition for courses in the university's graduate programs. The following terms and conditions apply to the receipt of this benefit:

- Each eligible Belmont employee who is admitted to a graduate program may take graduate courses at a tuition rate of \$80 per credit hour.
- The tuition reduction benefit includes the consolidated student fee. Recipients are responsible for paying all other fees, books, equipment, computer hardware and software.
- Staff members participating in the tuition reduction benefit may enroll in up to 3 credit hours per semester during the employee's regular working hours. During summer sessions, recipients may take up to 3 hours in either the first or second summer session during regular working hours. The additional four hours for which the staff employee is eligible must be taken outside the employee's regular working hours. The staff member's supervisor must approve the scheduling of all courses in which the employee is a student during regular working hours.
- For faculty members, tuition reduction benefit is offered for up to seven credit hours during each semester. No more than a total of seven such hours may be taken during both summer sessions combined. Coursework must not interfere with work activities, regularly scheduled teaching responsibilities or office hours. The departmental chairperson of the faculty member must approve the scheduling of all courses in which the faculty member is a student during regular working hours.
- Faculty or staff employees receiving tuition reduction will not be counted as students registered for a class for purposes of determining whether the class meets minimum enrollment requirements.
- If course enrollment is limited, students who pay tuition will receive preference over employees receiving the tuition reduction benefit.
- Full-time student employees are not eligible for the tuition reduction benefit. Tuition reductions are extended only once per course. If it is necessary to repeat the course for any reason, the recipient will be charged tuition for the course at the current hour charge.
- Applications for the graduate tuition reduction benefit are available from Belmont Central and can be downloaded from the Human Resources Web site.
- An application for tuition reduction benefit must be completed and returned to Belmont Central or the Office of Student Financial Services at least six weeks prior to the first day of class in each academic term in which the recipient wishes to claim the benefit.
- Employees shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.
- Faculty/Staff members participating in study abroad are responsible for charges associated with actual trip cost, even if this cost is combined in the overall tuition charge.

Revised 6/04