



**Student Financial Services**  
**Tuition Reduction Benefit Form**  
**Spouse & Dependent Children of Faculty/Staff**

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**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.**

Fall Semester 20\_\_\_\_  
Spring Semester 20\_\_\_\_  
Summer Semester 20\_\_\_\_

Spouse/Dependent's Name: \_\_\_\_\_  
Last First MI

Spouse/Dependent's Social Security Number: \_\_\_\_\_

I hereby apply for the Undergraduate Tuition Reduction Benefit allowed for the dependent(s) or spouse of full-time employees of Belmont University. I understand that the 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 the 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.**

I am requesting the Tuition Reduction Benefit for my *(Please check one)*:

Son \_\_\_\_\_ Age \_\_\_\_\_ Daughter \_\_\_\_\_ Age \_\_\_\_\_ Wife \_\_\_\_\_ Husband \_\_\_\_\_

I hereby certify that the above student is my dependent as described in the tuition reduction benefit provisions, and that I qualify for the Tuition Reduction Benefit.

\_\_\_\_\_  
Employee Last Name First Name MI Employee Social Security No.  
\_\_\_\_\_  
Employee Department Date of Employment (Month/Day/Year)  
\_\_\_\_\_  
Employee Signature Date

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

\_\_\_\_\_ Percentage Reduced \_\_\_\_\_ SFS Approval

For office use only

## Tuition Reduction Benefit for Spouse and Dependent Children

Spouses and dependent children (under the age of 25 and claimed as dependents on employees' federal income tax returns) of faculty with provisional or tenured appointments and full-time staff are eligible to receive a reduction of tuition. The following terms and conditions apply to the receipt of this benefit:

- Spouses and dependent children are eligible to receive a tuition reduction on undergraduate coursework according to the following schedule:
- 0 - 1 Year of Full-Time Employment 10% Tuition Reduction (fees excluded)
- 1 - 2 Years of Full-Time Employment 25% Tuition Reduction (fees excluded)
- 2 - 3 Years of Full-Time Employment 50% Tuition Reduction (fees excluded)
- 3 - 4 Years of Full-Time Employment 75% Tuition Reduction (fees excluded)
- 4+ Years of Full-Time Employment 100% Tuition Reduction (fees excluded)
- Tuition reduction for spouses and dependent children is available for undergraduate courses only.
- Recipients are responsible for paying all course fees, books, equipment, computer hardware and software.

Former Employees, Spouses and Dependents: Former Belmont University faculty who held provisional and/or tenured appointments for at least ten years, former full-time staff who had at least ten years prior work experience at Belmont University, their spouses, and dependent children (under the age of 25) are eligible to receive a reduction of tuition. The following terms and conditions apply to the receipt of this benefit:

- Former faculty and staff employees, their spouses and dependent children will be expected to pay all fees.
- Those with ten years of service receive a tuition reduction of 50%. An additional five-percent reduction is awarded for each full year of service over ten.
- For purposes of this policy, a former employee is a person who meets the length of service requirement whose employment with the university ceased because of death, disability, retirement, or voluntary resignation.
- Tuition reduction for former faculty, full-time staff, their spouses and dependents is available for undergraduate courses only. The former employee shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.

**Additional Provisions:** The following additional terms and conditions apply to the tuition reduction benefit whether received by a current or former faculty member, full-time staff or his/her spouse or dependent children.

- Full-time student employees are not eligible for the tuition reduction benefit.
- Recipients registering for Belmont's study abroad, Washington Center, or Belmont West/East programs may not apply the tuition reduction benefit to any of the special program fees or additional expenses (other than regular tuition charges) associated with these programs.
- Dependent children eligible for the benefits provided by this policy include only those children lawfully claimed by the employee as dependents on his/her most recent federal income tax return.
- Recipients of the tuition reduction benefit who are enrolled in a degree program at Belmont prior to the spring semester 2001 may use any scholarships or other renewable aid awarded by the university to offset university fees or charges such as room and board as long as the recipient maintains continuous full-time enrollment in the fall and spring semesters. Any interruption in full-time enrollment will result in the application of the policy in section five, below. If tuition reduction and institutional aid exceed amounts owed to the university as tuition, room and board, books or fees, the balance of institutional aid must be returned to the university. Under no circumstances will institutional aid be converted to cash payment to the recipients.
- Those who are eligible to receive the tuition reduction benefit may apply for other forms of institutional aid administered by Belmont. These other forms of aid include, but are not limited to, scholarships based on athletic or academic ability, need, or other criteria regardless of whether the scholarship was originally funded by the university or by a third party. If such institutional aid is awarded, the recipient must choose between receiving the aid or receiving the tuition reduction benefit. The tuition reduction benefit shall constitute Belmont's match for purposes of any externally-funded scholarship programs that require Belmont to match the funds paid to the university on behalf of the scholarship recipient. Where externally-funded and administered scholarships are designated for tuition only, these funds will be applied to the student's account before the tuition reduction benefit. If such funds may be used for other expenses such as room and board, they will be preserved for this purpose. If the combination of tuition reduction benefit and external scholarship money exceeds the amount owed to Belmont, the tuition reduction benefit will be reduced accordingly.
- If employment ceases before an academic term has concluded, the tuition reduction benefit will be prorated to apply to that portion of the term in which the employee was employed. The balance of tuition will be due and payable according to the university's standard student account payment policy.
- 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.
- Applications are available in Belmont Central or on the Human Resources Web site.
- The employee shall be responsible for any personal income tax liability created by the receipt of the benefit.

*Revised 6/04*