



# Student Financial Services

## Undergraduate Tuition Reduction Benefit Form

### Faculty/Staff Employee

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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\_\_\_\_

Employee Name: \_\_\_\_\_  
Last First MI

Employee's Social Security Number: \_\_\_\_\_

I hereby apply for the Undergraduate Tuition Reduction Benefit allowed to 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 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.**

\_\_\_\_\_  
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 tuition reduction policy.

**Return completed form to Belmont Central or the Office of Student Financial Services.**

SFS Approval \_\_\_\_\_ Date \_\_\_\_\_

For office use only

## **Undergraduate Tuition Reduction Benefit 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 months are eligible to receive a reduction of tuition and academic enrichment fees. The following terms and conditions apply to the receipt of this benefit:

- A 100% tuition reduction is available for undergraduate coursework only.
- Those staff employees that are degree seeking must meet the entrance requirements and continuing academic standards appropriate for the degree they are seeking.
- Full-time staff and faculty participating in the tuition reduction benefit may take up to seven credit hours per semester. No more than a total of seven such hours may be taken during both summer sessions combined.
- The tuition reduction benefit includes the consolidated student fee. Recipients are responsible for paying all other fees, books, equipment, computer hardware and software.
- Coursework must not interfere with work activities, regularly scheduled teaching responsibilities or office hours.
- Staff members participating in the tuition reduction benefits may enroll in one 3-hour course per semester that meets during the employee's regular working hours. During summer sessions, recipients may take one 3-hour course in either the first or second summer session during regular working hours in the summer.
- The additional four semester hours for which the employee is eligible must be taken outside the employee's regular working hours.
- The departmental chairperson of the faculty member or the staff member's supervisor must approve the scheduling of all courses in which the employee is a student. The staff member and supervisor will schedule time for the employee to make up work time missed while in class.
- If course enrollment is limited, students who pay tuition will receive preference over employees receiving the reduction benefit.
- Employees receiving tuition reduction benefit will not be counted as students registered for a class for purposes of determining whether the class meets minimum enrollment requirements.
- Employees shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.
- A tuition reduction benefit form must be completed and returned to Belmont Central or the Office of Student Financial Services prior to the beginning of each semester for which the benefit is requested.
- Applications are available in Belmont Central or on the Human Resources Web site. Employees shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.

*Revised 0704*