

North Carolina Wesleyan College

APPLICATION FOR FACULTY/STAFF TUITION DISCOUNT ACADEMIC YEAR 2018-2019

EMPLOYEE NAME _____ SSN _____

JOB TITLE _____ SITE OFFICE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE NUMBER _____ WORK PHONE NUMBER _____

Please check one of the following...

I am currently a:

Full-Time Employee Part-Time Employee

NAME OF STUDENT _____ SSN _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE NUMBER _____ WORK PHONE NUMBER _____

RELATIONSHIP TO EMPLOYEE (If Employee is not the student):

Spouse Dependent Child

If Dependent Child was selected, the following section must be completed by the student:

It is necessary to verify dependency status using the U.S. Department of Education Guidelines. If the student answers no to all of the questions listed, your son/daughter is considered a dependent student for the 2018-2019 academic year:

- Will you be at least 24 years old by December 31 of the award year? yes/no
- During the school year 2018-2019 will you be working on a Master's or Doctorate program (MA, MBA, MD, EdD, etc.)? yes/no
- As of today, are you married (answer yes, if separated or divorced)? yes/no
- Do you have children who receive more than half of their support from you? yes/no
- Do you have dependents (other than your children or spouse) who live with and receive more than half of their support from you? yes/no
- Are both of your parents deceased, or are you/were you (until age 18) a ward/dependent of the Court? yes/no
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? yes/no
- Are you a veteran of the U.S. Armed Forces? yes/no

Continue on back...

Student Enrollment Intentions (Please indicate the number of hours per term)

SUMMER II 2018:

Location: RMT Traditional ASPIRE _____ Graduate Program
(site location) (employees only)

Semester Hours: _____
Credit/Audit Credit/Audit Credit/Audit

FALL TERM 2018:

Location: RMT Traditional ASPIRE _____ Graduate Program
(site location) (employees only)

Semester Hours: _____
Credit/Audit Credit/Audit Credit/Audit

SPRING TERM 2019:

Location: RMT Traditional ASPIRE _____ Graduate Program
(site location) (employees only)

Semester Hours: _____
Credit/Audit Credit/Audit Credit/Audit

SUMMER I 2019:

Location: RMT Traditional ASPIRE _____ Graduate Program
(site location) (employees only)

Semester Hours: _____
Credit/Audit Credit/Audit Credit/Audit

CERTIFICATION: I CERTIFY THAT ALL OF THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

NCWC Employee Signature: _____ Date: _____

Student Signature: _____ Date: _____

**** SCHOOL USE ONLY**

Date of Employment: _____ Full-Time Employee Part-Time Employee

Application Approved

Application Denied

Human Resource Director Signature: _____ Date: _____

Vice President/Dean Signature: _____ Date: _____

PROCEDURE FOR FILING A TUITION DISCOUNT APPLICATION

1. Application and policy may be obtained from the Director of Human Resources or Financial Aid Office.
2. Applicant completes the form insuring that all parties have signed it.
3. Applicant returns the completed form to the Director of Human Resources.
4. Applicant must submit other documents (ex. North Carolina Legislative Tuition Grant form, Free Application for Federal Student Aid (FAFSA), etc.) to the Financial Aid Office prior to enrollment.
5. Applicant, if selected for federal verification, must complete the verification process in order to be eligible for the tuition waiver. Please contact the financial aid office with any questions.
6. The Financial Aid Office prepares an award letter and sends it to the student.
7. Upon receipt of all requested documents, the Financial Aid Office retains the original copy and a copy is forwarded to the Business Office.
8. Following registration, the Business Office verifies the student's enrollment and notifies the Financial Aid Office immediately of any changes. Changes in enrollment status require adjustments to the Faculty/Staff Discount to be made accordingly.
9. Graduate Program discount is for employees only and covers only 25% of base tuition cost.

FACULTY/STAFF TUITION DISCOUNT RULES AND REGULATIONS

Please carefully review the attached Faculty and Staff Remission Benefit Policy. If a policy is not attached, it is your responsibility to obtain a copy from the Director of Human Resources or Financial Aid Office.