

# North Carolina Wesleyan University

## APPLICATION FOR FACULTY/STAFF TUITION DISCOUNT ACADEMIC YEAR 2022-2023

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 2022-2023 academic year:**

- Will you be at least 24 years old by December 31 of the award year? yes/no
- During the school year 2022-2023 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

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

**SUMMER II 2022:**

Location: RMT Traditional      Adult Studies \_\_\_\_\_      Graduate Program  
(site location)

Semester Hours: \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Credit/Audit      Credit/Audit      Credit/Audit

**FALL TERM 2022:**

Location: RMT Traditional      Adult Studies \_\_\_\_\_      Graduate Program  
(site location)

Semester Hours: \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Credit/Audit      Credit/Audit      Credit/Audit

**SPRING TERM 2023:**

Location: RMT Traditional      Adult Studies \_\_\_\_\_      Graduate Program  
(site location)

Semester Hours: \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Credit/Audit      Credit/Audit      Credit/Audit

**SUMMER I 2023:**

Location: RMT Traditional      Adult Studies \_\_\_\_\_      Graduate Program  
(site location)

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.

NCWU 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: \_\_\_\_\_

### **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
  - a. Employees receive a 100% discount off base tuition cost (*Restrictions may apply; please refer to the Tuition Discount policy.*)
  - b. Employee spouses receive a 10% discount off base tuition cost
10. RN to BSN Program discount
  - a. Dependents (if qualified) receive a 25% discount for RN to BSN

### **FACULTY/STAFF TUITION DISCOUNT RULES AND REGULATIONS**

Please refer to the Tuition Discount Policy in the Personnel Policy Manual for specific details and guidelines