

# CONCORDIA COLLEGE

## MOORHEAD MINNESOTA

### TUITION DISCOUNT REQUEST

*If the student has never taken a class through Concordia College, he or she should first apply for admission at the Admissions Office to receive a student ID number. Submit the completed Tuition Discount Request Form to the Office of Human Resources. Application for tuition discount must be made on an annual basis. Refer to the Employee Handbook for specific policy guidelines at [www.cord.edu](http://www.cord.edu) and select Human Resources. Any questions should be referred to the Human Resources staff at Ext. 3339.*

Employee Name \_\_\_\_\_ Ext. \_\_\_\_\_ FTE \_\_\_\_\_

Please check one:  Faculty  Administrative  Support Staff

Department \_\_\_\_\_ Start Date \_\_\_\_\_

Student Name (if different from employee) \_\_\_\_\_ ID # \_\_\_\_\_

**CHECK THE BOX** that applies (Employee, Spouse, Child, Stepchild)

The student is an **EMPLOYEE** of Concordia College. \_\_\_\_\_  
Supervisor / Director / Chair / signature required

The student is a **SPOUSE** of an employee of Concordia College.

The student is a **CHILD**, or legally adopted child, of an employee of Concordia College.

Has your child qualified for a bachelor's degree?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child attended any college or university nine semesters or the equivalent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child earned 36 course credits or the equivalent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child reached age 25?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The student is a **STEPCHILD** of an employee of Concordia College.

Did you claim the stepchild as a tax dependent last year? <b>AND</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you claim the stepchild as a tax dependent in the current calendar year? <b>AND</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you and your spouse's information be provided for FAFSA; <b>AND</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the stepchild a student as described above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**LOCATION OF CLASS:**  Concordia College  MN State – Moorhead  NDSU

			For HR Use Only:		
Session	Year	List the number of Course Credits OR put an "X" in the <input type="checkbox"/> if fulltime (12-17 credits)	Course Cost	% of Discount	\$\$ Value of Discount
May Seminar					
Summer Session I					
Summer Session II					
Fall		<input type="checkbox"/>			
Spring		<input type="checkbox"/>			
<b>TOTALS</b>					

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Human Resources**

\_\_\_\_\_  
Date