TUITION ALLOWANCE REQUEST FORM
FOR
CONCORDIA LANGUAGE VILLAGES
(Program Guide www.Concordia LanguageVillages.org)

Concordia College employees with at least a half-time employment status are eligible for the CLV Tuition Allowance. The tuition allowance will be the same as the Concordia College tuition allowance schedule in your respective employee handbook – that means up to a 90% discount for eligible employees' dependent children. (To view your handbook, log on to: http://www4.cord.edu/humres/local/handbooks)

To Be Completed by employee (please print):

Name: _____ _____ _____
Last First MI

Please check one: Faculty _____ Administrative _____ Support Staff _____

Department _____ Day Time Telephone # _____

Registration information:

Please note, the allowance is for up to four weeks of CLV summer programming (subject to availability) per child and does not include credit abroad programs

Your Child's /Villager Name: _____
(One name per Tuition Allowance Request)

My child has registered for the following session(s):

_____ _____ _____
Session and Location Code Month/Year

_____ _____ _____
Session and Location Code Month/Year

_____ _____
Employee Signature Date

Send (via campus mail) to: Office of Human Resources, Outreach Ctr., Suite 208, or fax to: 218-299-4456

Office of Human Resources use only:

DOH: _____ FTE: _____ Eligible Tuition Allowance : _____% HR Staff: _____ (Initials) Date: _____

Route to: CLV Registration

Session(S): _____ _____ _____ _____ CLV Staff: _____ (Initials) Date: _____

(The form is also available online at: http://www4.cord.edu/humres/benefitlinks/CLV-TuitionDiscountRequest.doc)