

At a Glance

Benefits

3.1 Concordia College Tuition Allowance

[Consult the Concordia Tuition Allowance policy in the online Policy Manual.](#)

Concordia College's tuition waiver benefit provides continuing opportunities for education development for eligible employees, their spouses and dependent children.

Employees may choose to take one class per semester with a 90% discount. Classes must be scheduled in accordance with the work needs of your department and arranged in advance with your supervisor.

Tuition discount applies to May Seminar, Summer Session I and II, Fall and Spring Semesters. Once a student has been accepted through admissions or approved for attending May Seminar, the parent/employee can apply for the tuition discount by completing the Concordia College Tuition Discount form and sending to Human Resources.

Spouses may take one class per semester at a 90% tuition discount. When a spouse takes more than one class per semester they can receive a 90% discount on one class or a discount on all classes based on the schedule below.

The tuition allowance is granted as follows:

Full-Time Employees	Part-Time Employees
1 st Year – no discount	1 st Year – no discount
2 nd Year – 23% discount	2 nd Year – 23% x FTE
3 rd Year – 45% discount	3 rd Year – 45% x FTE
4 th Year – 68 % discount	4 th Year – 68 % x FTE
5 th Year – 90% discount	5 th Year – 90% x FTE



Contact the Human Resources Department at 218.299.3339 or email at hr@cord.edu.