

APPLICATION FOR EMPLOYEE TUITION REDUCTION

CONCORDIA UNIVERSITY CHICAGO | DEPARTMENT OF HUMAN RESOURCES

INSTRUCTIONS FOR FILLING OUT AND SUBMITTING AN ELECTRONIC FORM

1. Please electronically fill in the entire form with the exception of the *Office Use Only* section in the bottom part of the form.
2. Type your name in the signature line to sign the form electronically. **Note: By typing your name, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this form.**
3. Rename and save the form as “**first initial_last name tuition reduction app**” in the title of the document.
4. Email the form to your supervisor. Instruct your supervisor to type their name in the correct signature line, save and email directly to Human Resources at human.resources@cuchicago.edu. **Your supervisor must return the form from their email directly to Human Resources. This will act as proof that they have signed the form themselves.** We suggest that you also ask your supervisor to copy you on the email to Human Resources. This way you will be able to track the form. Due to the amount of approvals needed for a tuition reduction, it is very important that you encourage your supervisor to return the form in an expedient manner.
5. Once the form is approved by your supervisor and received in our office, the human resources staff will take care of routing the form for the further approvals necessary.
6. **Remember that all approvals are needed by the first week of classes in order for the reduction to be approved.**

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Please complete one form per semester.

Student Name	Date Form Submitted
Banner I.D. #	CUC Phone extension
Class: ☐ Undergraduate ☐ Graduate ☐ Doctoral ☐ ADP Semester: ☐ Fall ☐ Spring ☐ Summer Year: _____	
Program	

ENROLLMENT*

TERM (1 OR 2)	COURSE NAME	COURSE #	CREDIT HOURS

**Tuition reduction not applicable for non-degree related instruction in applied music.*

In order to be eligible for this benefit **all students enrolled at the undergraduate level are required to complete this information before the filing deadlines to receive the 100% discount.** Any student receiving tuition benefits under the faculty/staff waiver are required to meet current Financial Aid Standards of Academic Progress. These standards are published in the Concordia Catalog each year. ALL undergraduate students MUST complete a FAFSA Application along with this form in order to comply with terms of this benefit (outlined in the General Handbook).

Student Signature	
Employee Signature (if different)	H #
Relationship of Student to the Employee	
Supervisor's Signature	Date

Upon completion of the above information please forward this form to the Office of Human Resources. This form must be submitted to Human Resources with all approvals no later than the first week of the above class(es). Applications received after this time will not be considered for this benefit.

FOR OFFICE USE ONLY

Employment Start Date	Benefit Level	Reduction Amount
Director of Human Resources	Date	
Unit VP/Provost	Date	
Executive Director of Financial Aid	Date	