



**APPLICATION FOR 33% TUITION REDUCTION**

Apply Tuition Reduction to  Fall  Spring  Summer \_\_\_\_\_ Yr.

<b>LAST NAME</b>	<b>FIRST NAME</b>
<b>ID NUMBER</b>	<b>PHONE NUMBER</b>
<b>DEPT/SCHOOL</b>	
<b>MAILING ADDRESS</b>	
<b>DEGREE EARNED</b>	<b>COLLEGE/UNIVERSITY</b>
<b>DATE DEGREE CONFERRED</b>	

**CHECK ONE OF THE FOLLOWING:**

- I am working on a second undergraduate degree in the \_\_\_\_\_ program.
- I am a full-time teacher. *(local area)*
- I am a full-time employee at a local business. *(Complete local business information on reverse.)*
- I am applying for the retired person tuition discount.
- I am fulfilling prerequisites for a Masters in \_\_\_\_\_.

**COURSES TO BE CONSIDERED FOR TUITION REDUCTION:**

COURSE NUMBER	COURSE NAME	COLLEGE/SCHOOL	NUMBER OF CREDITS
<b>TOTAL</b>			

**STUDENT CERTIFICATE OF ELIGIBILITY:**

*I certify that I have earned a Bachelor's degree from Andrews University or another accredited University (attach proof of first degree) and have applied for admission to Andrews University. I understand that this special tuition rate is applicable where space is available and where hiring of new faculty or staff is not required. I further understand that the deadline for this tuition reduction is two weeks after the beginning of the new semester that the tuition reduction is requested. I understand that the reduction applies to tuition only. The reduction does not apply to laboratory fees, surcharges for applicable courses, private music or flight lessons, independent study or reading courses, student teaching, CIE courses, or international languages taught as prerequisites for advanced degrees and courses taken off campus.*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**AUTHORIZATION SIGNATURES & OFFICE PROCESSING**

**FOR LOCAL BUSINESS EMPLOYEES**—(to be completed by employer)

BUSINESS NAME:	
SUPERVISOR NAME:	
BUSINESS ADDRESS:	
EMAIL:	
WORK PHONE:	
FAX NUMBER:	
<i>I hereby verify that the local business listed above has annual sales of at least \$100,000.00 and that the applicant/employee works full-time for the local business.</i>	
SIGNATURE	DATE

↳ **ACADEMIC ADVISOR:** \_\_\_\_\_ (printed name)

APPROVED

DENIED

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

↳ **DEPARTMENT CHAIR:** \_\_\_\_\_ (printed name)

APPROVED

DENIED

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

↳ **ACADEMIC DEAN:** \_\_\_\_\_ (printed name)

APPROVED

DENIED

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**OFFICE USE ONLY** \_\_\_\_\_

↳ **STUDENT FINANCIAL SERVICES:** \_\_\_\_\_ (printed name)

ENTERED-DATE \_\_\_\_\_

DETAIL CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## Tuition Discounts

**Affiliated Hospital Nurse—33 Percent Tuition Discount.** The university offers registered nurses working in hospitals affiliated with the Andrews Department of Nursing a 33% reduction of their tuition for all classes taken toward the Bachelor of Science in Nursing degree (on-campus program only). The nurse must be accepted as a regular student in the BS degree in nursing and request the tuition reduction each semester. Also, the student must provide the Department of Nursing with proof of continued employment at the affiliated hospital. For a list of affiliated hospitals contact the Department of Nursing. Students eligible for the reduction are not eligible to receive any other Andrews discretionary funds.

**Local Business Employee—33 Percent Tuition Discount.** Full-time employees of companies located in Berrien County and the South Bend/Mishawaka area may receive a 33% reduction of tuition for undergraduate courses. Application for the tuition reduction can be obtained at the dean's office and must be completed no later than the first two weeks of each semester. Students eligible for the reduction are not eligible to receive APS or any other Andrews discretionary funds. This discount does not apply to courses taken in the Center for Intensive English.

**Prior Baccalaureate Degree—33 Percent Tuition Discount.** Students who have earned a baccalaureate degree may receive a 33% tuition reduction for courses taken for a second baccalaureate degree. This discount applies only to courses required to complete the 2nd degree. Courses included in the package tuition, but are not required for the 2nd degree, will be billed at full tuition.

Application forms are available at the offices of the respective deans. The completed forms must be filed with the respective dean no later than two weeks after the beginning of each semester for which the 33% tuition reduction is requested. An official transcript showing all class work and the awarding of a bachelor's degree must be on file with the Office of Academic Records of the university before the 33% tuition reduction can be applied. Students eligible for the reduction must be enrolled for a second undergraduate degree and are not eligible to receive any other Andrews discretionary funds. Students enrolled in a graduate program but who must complete undergraduate prerequisites are eligible. Note: Forms are to be picked up at the dean's office of your appropriate school.

**Limitations to the Prior Baccalaureate Degree Tuition Discount.** The following limitations apply to this plan:

1. No course taken under this plan may receive graduate credit or apply to a graduate degree.
2. In the School of Health Professions, this discount does not apply to PTH courses. The plan only applies to students accepted and enrolled for prerequisite requirements under the preferred acceptance guidelines.
3. This tuition reduction does not apply towards architecture degree.
4. In the School of Education, the student must be enrolled in a second baccalaureate degree; however, this plan is not available until one calendar year after graduation and is limited to 16 credits each semester.

5. In the School of Business Administration, the plan does not apply to independent study/readings/research or internship credits. Also, it does not apply to any course not offered as a regularly scheduled class in a given semester.
6. The plan applies to tuition only, not for housing, food and similar charges.
7. The discount does not apply to laboratory fees, surcharges for applicable courses, private music or flight lessons, independent study or reading courses, student teaching, courses in the Center for Intensive English, international languages taught as prerequisites for advanced degrees, courses taken off campus, study tours, May Express classes or private tutoring GNST 091.
8. This plan is applicable to classes where space is available and where hiring of additional faculty or staff is not required. In the event a class is not available, notification is given as soon as possible after the end of the drop/add period.

**Local Area Educators—33 Percent Tuition Discount.** Full-time teachers employed in Michigan and Indiana area schools who are not fully credentialed may receive a 33% reduction of tuition for undergraduate, Master of Arts in Teaching, and Master of Arts in Educational Administration courses taken toward the completion of their teacher certification requirements. Application for the tuition reduction can be obtained in the dean's office and must be completed no later than the first two weeks of each semester. The student must provide proof of area school employment. Students eligible for this reduction are not eligible to receive APS or any other Andrews discounts or any other discretionary funds applied to the program receiving the 33% reduced tuition.

**Workers from Overseas Divisions—Tuition Discount.** "When any division other than the North American Division sends its workers or their dependent children to attend colleges in the North American Division and makes financial payments from denominational funds on behalf of such students directly to the college concerned, the college will match dollar for dollar with the sending division, up to 25% of undergraduate tuition. If the person also receives a Federal or State scholarship (or grant), the school may reduce this discount in direct proportion to the amount of such scholarship. Such remittance must come through the division and on approval of the division committee" (North American Division Working Policy, F 80 15).

**Retiree Tuition Discount.** A retired person who has reached age 65 may receive a 50% tuition discount for up to three undergraduate or graduate credits annually.

Former Andrews University employees who have retired may receive a 50% tuition discount. Admission to limited enrollment courses is contingent upon space available in the class, with preference being given to students paying regular tuition rates. Any additional class fees and/or supply fees are the responsibility of the student.

This discount applies to credit, audit, or non-credit classes. This discount does not apply to independent study, directed reading, private music lessons, practicums, clinical experiences, or any instruction outside of the normal classroom setting. Application for this 50% discount should be made to the dean of the school involved. The dean then authorizes the appropriate discount.

Students eligible for this reduction are not eligible to receive APS or any other Andrews discounts or discretionary funds.