

Application for 33% Reduction

Name	ID Number	Email Address
Mailing Address		Anticipated GRAD Date
City	State	Zip Code
Degree Earned		Date Degree Conferred
Name of College or University		

- ☐ I am currently working towards a second undergraduate degree in _____
- ☐ I have previously applied and have been granted the 33% discount towards my current major.
- ☐ **This discount applies only to courses required to complete the 2nd degree.** I understand that this special tuition rate is applicable when space is available and where hiring of new faculty or staff is not required. Courses included in the package tuition, but are not required for the 2nd degree, will be billed at full tuition.
- ☐ I understand that I must apply for a 33% reduction for each term for which I am seeking a discount. I am requesting this tuition reduction for _____ semester of the _____ school year.

Limitations to the Prior Baccalaureate Degree Tuition Discount

No course taken under this plan may receive graduate credit or apply to a graduate degree. In the College of Arts and Sciences Physical Therapy, programs, the plan only applies to students accepted and enrolled for prerequisite requirements under the preferred acceptance guidelines. The plan applies to tuition only, not for housing, food, and similar charges. 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 and courses taken off campus.

- ☐ I have reviewed the tuition limitations section of the Andrews University Bulletin pgs 78-79.

List classes for which you are seeking a discount, those required for the completion of your 2nd degree.			
Course Number		Name of Course	Credits

- ☐ I understand that the application must be submitted to the CAS Deans Office by the second week of the semester for which you are applying for a reduction

Student's Signature _____ Date: _____

Advisor's Signature _____ Date: _____

<i>This space is for office use only</i>		
Degree / Major		Date Degree Received
Dean's Action	Dean's Signature	Date

Tuition Discounts

Affiliated Hospital Nurse—33 Percent Tuition Discount. The university offers registered nurses working in hospitals affiliated with the Andrews Nursing Department a 33% reduction of their tuition for all classes taken toward the Bachelor of Science in Nursing degree.

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 Nursing Department with proof of continued employment at the affiliated hospital. For a list of affiliated hospitals contact the Nursing Department. Students eligible for the reduction are not eligible to receive any other Andrews discretionary funds.

Local Business Employee—33 Percent Tuition Discount. Fulltime employees of companies located in Berrien County and the South Bend/Mishawaka area may receive a 33% reduction of tuition for undergraduate courses taken within the university's College of Technology. 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 any other Andrews discretionary funds.

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 in the College of Arts and Sciences, the College of Technology, the School of Business Administration, and the School of Education. 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 Academic Records

Office 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.

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 College of Arts and Sciences Physical Therapy programs, the plan only applies to students accepted and enrolled for prerequisite requirements under the preferred acceptance guidelines.
3. This tuition reduction does not apply within the School of Architecture.
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 and courses taken off campus.

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 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 courses per year.

Former Andrews University employees who have retired may receive a 75% 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% or 75% 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 any other Andrews discounts or discretionary funds.