



Employee Tuition Discount Request

Instructions:

Baptist Health Sciences University provides a tuition only discount for Baptist employees enrolled at Baptist Health Sciences University.

All current, full time employees in good standing, regardless of length of employment, are eligible for the following discount.

- 25% Discount on UNDERGRADUATE tuition only

All current, full time or part-time employees in good standing, regardless of length of employment, are eligible for the following discounts.

- 10% Discount on GRADUATE tuition only

Employees must meet the following criteria to be eligible for the above discounts.

- Accepted to Baptist University as a degree seeking student
- Enroll in courses offered for credit

Please complete Sections I and II below and forward this request to the Business Office at least **two weeks** prior to the tuition and fee payment deadline published in the Academic Calendar for timely processing. **A request must be submitted for each trimester of attendance.** If approved, the discount will be credited to the student account by the Business Office. The student can view and/or pay their account online in [MyCampus](#).

Section I: Student and Employee Information

Student Name: _____ Student Number: _____

Trimester and Year for which you are requesting a discount: Fall _____ Spring _____ Summer _____

Employee Number: _____ Baptist Entity: _____

Department: _____ Manager's Name: _____

Manager's Email: _____ Manager's Phone: _____

Section II: Employee Certification

I certify the above information is correct and that I am currently a full time employee in good standing at a Baptist entity. I also understand that any falsification of the information or misrepresentation of facts may result in disciplinary actions, liability for repayment of fees, or other legal actions.

Employee Signature _____ Date _____

Section III: Business Office Certification

Employee FT/PT/PRN: _____ Good Standing: _____ Information verified (initial and date): _____

Business Officer Name: _____ Date: _____

Discount Code: _____ Entered in Jenzabar (initial and date): _____