



## 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 discounts.

- 25% Discount on UNDERGRADUATE tuition only
- 10% Discount on GRADUATE tuition only

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

- Accepted to Baptist College 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: \_\_\_\_\_ Good Standing: \_\_\_\_\_ Information verified (initial and date): \_\_\_\_\_

Business Officer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Discount Code: \_\_\_\_\_ Entered in Jenzabar (initial and date): \_\_\_\_\_