

Tuition Discount Frequently Asked Questions (FAQ'S)

1. Who qualifies for the Tuition Discount at Baptist University?

- a. Baptist University provides a tuition only discount for Baptist employees and eligible dependents of Baptist employees enrolled at Baptist Health Sciences University.
- b. Employees must be current, full time employees in good standing, regardless of length of employment.
 - i. Full Time - Those who work on a continuing basis and are regularly scheduled to work a minimum of sixty-four (64) hours bi-weekly.
 - ii. Good Standing – Those who are not in the disciplinary process.

2. Who is an eligible dependent?

- a. For the purpose of the tuition discount, Baptist University will use the Internal Revenue Service (IRS) definition of legal dependent.
- b. To receive a discount as an eligible dependent, the following must be submitted along with your tuition discount request form.
 - i. **Proof of dependency and proof of age must be attached for processing.**
 1. **Examples of Dependency Proof**
 - a. Photocopy of most recently filed 1040 tax return (top portion only)
 - b. Photocopy of court ordered dependency
 - c. Proof of guardianship
 2. **Examples of Proof of Age**
 - a. Photocopy of dependent's driver's license
 - b. Photocopy of dependent's birth certificate
 - c. Photocopy of ID card issued by government agency with name and date of birth

3. How much is the tuition discount at Baptist University?

- a. **25% Discount on UNDERGRADUATE tuition only** for employees and eligible dependents.
- b. **10% Discount on GRADUATE tuition only** for employees and eligible dependents.

4. When is the Tuition Discount Request form due?

- a. The Tuition Discount Request form must be submitted to the Business Office with all appropriate documentation, if applicable, at least **one week** prior to the tuition and fee payment deadline published in the Academic Calendar for timely processing.

5. Does the tuition discount request form need to be submitted every trimester?

- a. Yes, submitting the request form each trimester allows Baptist University to ensure only those who are eligible receive the discount term to term, as employment and dependency status' change over time.

- 6. What happens if I do not submit my Tuition Discount Request form one week prior to the tuition and fee payment deadline published in the Academic Calendar?**
 - a. Submitting the Tuition Discount Request form one week prior to the tuition and fee payment deadline published in the Academic Calendar allows for timely processing. If submitted after this time, the form and discount may still be processed, but it will be after the start of classes. The student is responsible for all balances without the discount applied by the tuition and fee payment deadline published in the academic calendar. Discounts for the current term will not be processed after the last day to add classes published in the academic calendar.

- 7. What happens if I do not complete the Tuition Discount Request form?**
 - a. By not completing the Tuition Discount Request form, the employee or eligible dependent will be missing out on this great benefit. In addition, tuition discounts are not retroactive to prior terms of enrollment before your initial request form is submitted and approved.

- 8. Can I receive a tuition discount as a non-degree seeking student?**
 - a. No, eligible employees and dependents must be accepted to Baptist University as a degree seeking student.

- 9. Can I transfer my discount to someone other than my eligible dependent?**
 - a. No, tuition discounts are for eligible employees and eligible dependents only, and are not transferrable to any other party.

- 10. Is the tuition discount taxable?**
 - a. Any tax liability incurred by receipt of this discount is the responsibility of the eligible employee or eligible dependent.