



# Application for tuition discount

Current Goshen College employees

Application for the discount must be made each year. Submit this completed form to the student financial aid office. A financial aid award notification will be sent to you reporting the amount of tuition discount you (or your dependent) will receive. Discount applies to undergraduate courses only. **Please refer to the reverse side for complete tuition discount qualifications and restrictions.**

### Student information

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
*Last First Middle/Maiden*

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Street City State ZIP code*

Number of hours I plan to enroll for the academic year 20\_\_ - 20\_\_ :

Traditional Semester course:

Fall semester \_\_\_\_\_  Spring semester \_\_\_\_\_  May Term \_\_\_\_\_  Summer \_\_\_\_\_ ( Term I,  Term II)  
*(hrs.) (hrs.) (hrs.)*

Adult Programs

Group letter or name of course \_\_\_\_\_

I  will  will not be applying for other financial aid for the same year.

**Student certification:** The above information is accurate and complete to the best of my knowledge.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

**Employee discount** (Please check the appropriate box.)

- 100 % *employee* discount. (Requires supervisor's signature)
- 75 % *spouse* discount (first or second year of employment)
- 100 % *spouse* discount (beginning with year three of employment)
- 50 % *child* discount (first or second year of employment)
- 75 % *child* discount (beginning with year three of employment)

### Supervisor's approval of employee's enrollment plans

The employee listed above has made proper arrangements to enroll in one or two courses (as indicated above) which will not conflict with the employee's work schedule.

\_\_\_\_\_  
*Supervisor's signature*

\_\_\_\_\_  
*Date*

### Employee certification:

My contract is considered:  full-time  part-time (\_\_\_\_%) I began current employment at Goshen College on \_\_\_\_/\_\_\_\_/\_\_\_\_  
The above information is accurate and complete to the best of my knowledge. *Mo Day Yr*

Name: \_\_\_\_\_

*Last*

*First*

*Middle/Maiden*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

The discount is a benefit of employment and therefore is available when the qualifying criteria are met. By accepting the discount, the employee agrees that other financial aid might need to be adjusted based on Federal, State, and Goshen College financial aid policies. The employee may also agree to waive the discount in the rare case that the discount amount is less than the total of adjustments to the other financial aid.

### Employer verification by Human Resource Office

- Current Faculty (Code 522)  Current Staff (Code 520)
- Employee  Employee
- Spouse  Spouse
- Dependent  Dependent

Authorized Discount \_\_\_\_\_%

The above information is accurate and complete to the best of my knowledge

\_\_\_\_\_  
*Human Resource Office*

\_\_\_\_\_  
*Date*

**Please return to:** Student Financial Aid Office  
Goshen College Goshen, IN 46526  
Phone: (574) 535-7525  
Fax (574) 535-7654  
E-mail: [finaid@goshen.edu](mailto:finaid@goshen.edu)  
[www.goshen.edu/](http://www.goshen.edu/)  
Federal School Code: 001799

# Goshen College tuition discount policies: Employee

## I. General qualifications

- A. Written application for a discount must be submitted by the student to the student financial-aid office each school year.
- B. The tuition discount at Goshen College is considered a scholarship in that it is available only when established eligibility criteria are met.  
**You may receive a maximum of two of the following awards: Academic/Merit Scholarships, Anglemyer Education Fund, Gorsline Scholarships, Lord's Trust and Swallen Scholarship, Music Department Achievement Awards, Athletic Awards, or Tuition Discount Benefit. You may apply/audition for any number of awards. Goshen College limits merit awards so that more funds can be awarded on the basis of financial need.**
- C. The tuition discount shall apply to full-time or part-time students in regularly scheduled on-campus courses with the following limitations:
1. No discount shall be granted for Graduate Study courses.
  2. No discount shall be granted for Independent Study courses.
  3. No discount shall be granted for Early Enrollment work.
  4. No discount shall be given for applied music instruction, unless the applied music enrollment is included in a regular full-time course load of 12 to 16 hours.
  5. No discount shall be given for laboratory kindergarten, piano pedagogy or continuing education courses.
  6. No discount shall be given for enrollment in programs where all or partial funds are channeled through Goshen College to another college or agency (i.e. CMC, CIEE or BCA year abroad programs, Poland Exchange Program, Urban Life Center, Tropical Agriculture at University of Florida, Au Sable Institute, Washington Study Service Year, etc.) unless the program is required to complete the student's major at Goshen College.
  7. Only one discount can be in effect at a time. For example, if both parents of a Goshen College student were employed at Goshen College, the applicant could not claim a discount on behalf of each parent.
  8. No tuition discount shall be granted for summer school classes.
- D. The tuition discount granted for "off-campus" courses (e.g. New York Art Study Tour, Marine Biology, etc.) shall be limited to the equivalent amount granted for an on-campus course with the same number of hours.
- E. The tuition discount granted for a Study-Service Term shall be based on the equivalent tuition charged for full-time resident enrollment during a fall or spring semester, adjusted for the tuition charged.
- F. The tuition discount shall apply to courses audited on the same basis that it applies to courses for credit.
- G. Wherever possible, the applicant is expected to first seek state or federal scholarship or grant assistance. If eligible for government assistance, the applicant is assured of receiving at least the equivalent of the discount (and possibly more if demonstrated need is evident) through the discount, government assistance or a combination of gift resources.
- H. Where applicable, either the reduced part-time rate (for one to five hours) or a discount based on the standard rate will apply, whichever is to the student's advantage.
- I. The faculty/staff child discounts shall be available through age 23 whether or not the applicant is married providing the child receives at least one-half support from his/her parents during the period in which the discount is granted and is claimed as a dependent on the parental tax form.
- J. Children of divorced or separated employees are eligible for the tuition discount regardless which parent the children live with.
- K. Stepchildren are eligible for the tuition discount if they meet the IRS definition of dependent and live with the employee.
- L. The May term is considered a part of the spring semester.

## II. Goshen College employee tuition discount policy

- Full-time Goshen College employees (defined as 75% employment or greater): Receive full tuition-discount benefits; employees who normally are full time will continue to receive full benefits if on a part-time basis of 50% to 74% or more for one year.
  - Part-time employees [regular contract form] (employed 50% to 74% or more): Receive a pro-rata share of tuition discounts.
  - Part-time employees [part-time contract form] (employed less than 50 %): Receive a pro-rata tuition discount based on the average of the last three years of employment.
- A. Currently employed Goshen College employees are eligible to take up to two classes per semester at 100% tuition discount, providing only one is taken during the regular working day. Supervisors must approve all requests.
- B. The spouse of a full-time employee is eligible for 75% tuition discount for years one to two of employment. Employee spouse will receive a 100% discount beginning with year three of employment.
- C. Dependent children of full-time employees are eligible to receive 50% tuition discount during years one to two of employment of the parent. Dependent children will receive a 75% discount beginning with year three of employment.
- D. For temporary faculty or staff who become disabled or die during the first three years of employment, tuition discounts for the spouse or dependents will continue until the end of the contract. For faculty hired with a view to tenure, and/or in their fourth or subsequent year of employment, normal tuition discounts for the spouse and dependents will continue during a period of disability of the faculty member. In case of the death of the faculty or staff member, the dependents will be eligible for the same tuition discounts given to dependents of living faculty or staff members. A surviving unmarried spouse will be eligible for the tuition discount available to a spouse of a living faculty or staff member.
- E. College Mennonite Church personnel, who started prior to 1992, are eligible for the same tuition discounts as the Goshen College employees.
- \*\* See item "H" under General qualifications above for exception.

## III. Auditing procedures

- A. As in all cases where auditing privileges are requested, the opportunity to audit the course is given only with the approval of the instructor in charge and/or the registrar.
1. Students wishing to audit a daytime course should simply go to the class and after the first or second class meeting, request the privilege to audit from the professor. If the privilege is granted, a slip will be given indicating approval. The slip should be presented to the registrar for recording.
  2. Students wishing to audit an evening course should go to the registrar for approval. The registrar has advance information on how many will be permitted to audit each evening course and will grant the privilege on a "first-come-first-served" basis until the maximum number is reached.
- B. As in all cases where persons audit a course, there will be no possibility for later "Credit by examination." A student may secure later credit only by actually registering for the course and paying the normal tuition fee.