

Faculty / Staff Concession for Employees of Missouri Baptist University

The Concession program at Missouri Baptist University is designed to provide quality education to employees of the university and their dependents at a reduced rate. This concession covers tuition only and is not to be used for fees incurred by the student on top of tuition charges.

All remaining fees must be paid in full (or satisfactory arrangements must be made) before the student will be allowed to officially enroll in the next semester.

*** Please see current Personnel Handbook, section 4.6.10, for eligibility requirements. ***

Faculty / Staff Concession tuition benefit varies according to program of study, as follows:

Undergraduate coursework, up to the Main Campus Comprehensive Fee.	100 Percent
Graduate coursework (below Doctorate level), for employee only.	50 Percent
Doctorate coursework, for employee only.	25 Percent

Faculty / Staff Dependent Concession* provides full tuition for undergraduate classes, up to the Main Campus Comprehensive Fee, for the employee’s spouse and/or an unmarried dependent child under the age of 25. Graduate and Doctorate Faculty/Staff Concession does not apply to employee dependent

Date: ____/____/____ Term: _____ Student ID: _____

Student Name: _____ SSN: xxx-xx-_____
(Last four digits only)

Address: _____

City: _____ State: _____ Zip Code: _____

Student Signature: _____ Employee Start Date: ____/____/____
(Full-time start date)

Please submit this form after you have been enrolled in your classes. You must submit a new form for each semester of enrollment. If you change your enrollment after your initial submission, you must inform Student Financial Services to adjust your award amount.

***Faculty / Staff Dependent Concession**
(Available to Employee’s Spouse,
or unmarried dependent child under the age of 25)

Employee Name: _____

Student’s Relationship to Employee:
 Spouse Child

Employee Signature: _____

Department Head:

Signature *Date*

MBU Sr. V.P. for Business Affairs:

Signature *Date*