

North Dakota State University

Employee Spouse/Dependent Tuition Discount Application

• The discount application needs to be submitted to the Office of Human Resources (SGC 102) **30 days prior to the beginning of the semester** for which the waiver is requested.

• Spouse/dependents are responsible for registering for classes through the regular admission/registration procedures.

• Please attach a copy of the acceptance letter from the Admission Office or Graduate School (for new students only).

• This discount does not apply to fees.

(Section 133.1 – NDSU Policy Manual)

Employee Name _____

Broadbanded Staff Non-Broadbanded Staff: Faculty Other Non-Broadbanded

Empl ID # _____ Off Campus Address/Work Address _____

Dept. _____ Bldg./Room _____ Telephone _____

Student Name _____

Spouse

Dependent

Student ID # _____

Session: Fall Spring Summer 1 Summer 2

Credit Hours _____

Course taken for: Credit Audit

Student Status: Undergrad Grad Post Grad

Resident Status: ND MN (with reciprocity) Non-resident

I understand that this discount will be approved only if I have no past due accounts receivable balance, that the value of this discount is taxable income for graduate level courses, and that the applicable payroll taxes will be deducted from my paychecks during each session.

Employee signature _____ Date _____

The above employee's spouse/dependent is eligible to receive a 50% discount of tuition for NDSU classes (excluding self-supporting, Distance & Continuing Education courses, and internships that require tuition to be paid to the site for student placement.)

Human Resources _____ Date _____

For Customer Account Services Office Only: Date _____ Initial _____

For Human Resources Use Only: ___ Customer Account Services ___ Student Financial Services ___ Employee ___ HR ___ DCE

If off campus, completed forms may be mailed to: Office of Human Resources, PO Box 6050, Dept 3140, Fargo, ND 58108-6050