



AULTMAN COLLEGE TUITION REDUCTION PROGRAM

Purpose:

To provide a tuition reduction program consistent with the needs of Aultman College approved facilities.

Eligibility:

1. Employee must be accepted into any Aultman College degree granting program except the Bachelor of Science in Nursing Completion program and meet all admission requirements.
2. Employee must be employed at an Aultman College approved facility through the end of the add/drop period each semester (4:00 pm on the add/drop date as it is posted in the academic calendar). This includes all employees for all types of academic programs: Social Work, Health Sciences, Nursing, Radiography, and Non-Degree Seeking, of which the employee is seeking tuition reduction.
3. Employee must return the signed Tuition Reduction Program form, including verification of employment, to Aultman College no later than the end of the add/drop period each semester (4:00 pm on the add/drop date as it is posted in the academic calendar) for which the employee is seeking tuition reduction. The completed form must be signed by the employee's direct manager **each semester**.
4. Employees receiving scholarships in which 100% of tuition and fees are paid in full are ineligible for the Tuition Reduction Program.
5. Federal Work Study Students: By signing the tuition reduction form, you are agreeing to participate in the Federal Work Study program for the whole semester. Failure to do so will result in the reversal of the Tuition Reduction on your account. You will be responsible for any leftover balance.

Approval of Funds:

Process

1. To receive the Aultman College Aultman employee Tuition Reduction, Aultman College student employees must complete and submit the Tuition Reduction Program form to the college office no later than the end of the add/drop period **each semester** (4:00 pm on the add/drop date as it is posted in the academic calendar).
2. Manager of employee's respective division must verify and sign the Tuition Reduction Program form each semester.
3. The Financial Aid Administrator will review, process the form, and apply the discount, as appropriate, after the end of the college refund period each semester (see academic calendar for dates each semester).
4. Tuition Reduction amounts are approved by the president of Aultman College and are subject to change.



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TUITION REDUCTION PROGRAM**

Program Guidelines

Tuition will be applied after week 7 of the semester. Aultman College fees are not eligible for the reduction.

To be completed by the student/employee or dependent:

Student's Name: _____ SS#: _____

Address: _____

Email: _____ Projected Graduation Date: _____

What facility or department do you work in? _____

What program are you enrolled in?

ASN (Nursing)	
BSN (Nursing)	

AASR (Radiography)	
ASHS (Health Sciences)	
BSHS (Health Sciences)	

BSW (Social Work)	
Non-Degree Seeking	

I understand I must submit this signed Tuition Reduction Program form to Aultman College by 4:00 pm on the add/drop date as it is posted in the academic calendar. This form will need to be submitted each semester for which the employee is seeking Tuition Reduction.

Signature of Student/Employee

Date



To be completed by the Management Team Member

Name: _____ Phone Number: _____

Department: _____ Title: _____

By signing below, I am confirming that the employee is employed by an Aultman College approved facility and that I am their appropriate manager.

Signature of Manager

Date