

**OAK GROVE EMPLOYEE BENEFITS  
FOR TUITION REDUCTION AT  
CONCORDIA COLLEGE**

Tuition reduction is available to the children of full time Oak Grove Lutheran School employees and prorated for regular part-time employees with at least a 0.50 FTE.

**Tuition reduction is based on date of hire, number of years employed, and FTE.**

The term "tuition reduction" is defined as up to 50% of the tuition amount at Concordia. Other charges such as room and board, fees, application fee, books, music lessons, etc., are not included. This discount includes tuition only. It does not include summer school but can be used for one May Seminar.

Tuition reduction for children of all full-time staff is granted as follows:

1. 0% tuition reduction during the parents first year of employment.
2. 10% times FTE during the parent's second year of employment.
3. 20% times FTE during the parent's third year of employment.
4. 30% times FTE during the parent's fourth year of employment.
5. 40% times FTE during the parent's fifth year of employment.
6. 50% times FTE tuition reduction thereafter.

The tuition reduction may be granted to children (the term children refers to those naturally born, legally adopted or dependent on the employee through marriage) of Oak Grove employees.

**Application for Tuition Reduction at Concordia College for children of Oak Grove Lutheran  
High School Employees**

I am applying for tuition allowances for my (please circle one): Daughter Son

My child will be (please circle one): freshman sophomore junior senior at Concordia

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

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

Date of Employment: \_\_\_\_\_

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

Please read the following and sign:

I have read and understand the information on the policy on the reverse of this application form. I also certify that my child has not and will not during this academic year: qualify for a Bachelor's Degree, attend college for 8 semesters or the equivalent, earn 144 credits or the equivalent, or reach the age of 25.

I certify that my son/daughter is eligible for tuition reduction and is not disqualified by any of the above provisions.

Date of birth of child \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Application for tuition reduction must be made on an annual basis. Application should be submitted to the Oak Grove Personnel Office for approval. Questions regarding the tuition allowance policy should be referred to the Concordia Financial Aid Office.

An applicant for tuition reduction must apply annually for financial assistance from state and federal sources unless this requirement is waived by the Office of Financial Aid.

Employee is (please circle): faculty administrator support staff

FTE: \_\_\_\_\_ Date of Hire \_\_\_\_\_

A Discount of \_\_\_\_\_ percent of tuition is approved for the above named individual for \_\_\_\_\_ terms.

Oak Grove Personnel Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Concordia Financial Aid Office Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

## Policy for Oak Grove/Concordia Tuition Exchange Program for Oak Grove Employees

Children of Oak Grove Lutheran School employees are eligible to receive a tuition discount from Concordia College according to the following policy:

1. Tuition reduction is available to the children of full-time Oak Grove employees and prorated for regular part-time employees with at least a .50 FTE.
2. Tuition reduction is based on date of hire, number of years employed, and FTE.
3. The term "tuition reduction" is defined as up to 50% of the tuition amount at Concordia College. Other charges such as fees, room, board, books, lessons, etc. are not included.
4. The tuition reduction may be granted to children (the term children refers to those naturally born, legally adopted or dependent on the employee through marriage) of Oak Grove employees.
5. Participants in the tuition exchange program must meet the regular requirement for admission to Concordia.
6. Children of Oak Grove employees who receive the tuition discount may receive additional gift assistance from Concordia College in the form of scholarships. **However, please read the following carefully to understand the policy:**
  - a. **Gift assistance from Concordia College is capped at 90% of tuition.**
  - b. Students who compete for and are awarded merit-based scholarships will receive both the tuition benefit and the merit-based scholarship but the combined value is capped at 90% of tuition. These merit-based scholarships include the Presidential Distinction Award, Faculty Scholarship, and Performance Scholarships (Music, Theater, Speech, and Art). **They do NOT include the Excellence Scholarship and Renewable Grants.** (The Regents' Scholarship covers 100% of tuition so the Regents' Scholarship and the Oak Grove tuition benefit are capped at 100% of tuition.)
  - c. Students who are awarded non-competitive grants such as the Concordia Excellence Scholarship and the Concordia Renewable Grant are not eligible to have both the tuition benefit and the non-competitive scholarship **except under the following circumstances:**
    - i. If the value of the tuition benefit is less than the value of the non-competitive funds, the student will receive both up to the value of the non-competitive grant or the tuition benefit, whichever one is larger. This may occur in the case of a new employee or a part time employee.
  - d. If Concordia gift assistance exceeds 90% of tuition, the gift assistance will be reduced to 90% of tuition even if the student is awarded the scholarship before it is known that they will also receive the tuition benefit. **This policy supersedes any other award announcements.**
  - e. **Gift assistance from all sources is capped at comprehensive fees** (tuition, fees, standard on campus room and board if living on campus). Concordia gift assistance will be reduced if external scholarships and/or need-based external financial aid gift exceed comprehensive fees. Need-based external financial aid may include Pell Grants, ACG Grants, SMART Grants, MN Grant, etc.
  - f. The benefit does not cover music lessons. However, Bachelor of Music students are eligible for the Bachelor of Music credit.
7. The benefit is limited to 8 semesters (and one May Study Abroad) of college attendance (not including PSEOP) or when the student has attained a Bachelor's degree, whichever occurs first.
8. The benefit is disbursed by semester and is not available during summer school.
9. The benefit is not available for study abroad with the exception of the **tuition portion** of one May Study Abroad.
10. This benefit ceases when the employee is no longer employed by Oak Grove (employee last day of employment must be more than half-way through the Concordia semester.)
11. Student must maintain Satisfactory Academic Progress at all times (see SAP policy on the college website).
12. **Concordia reserves the right to modify this policy at any time.**
13. Eligibility also ceases in the event either institution stops participating in the program.