

## CONCORDIA EMPLOYEE BENEFITS FOR TUITION REDUCTION AT

### OAK GROVE LUTHERAN SCHOOL

Tuition reduction is available to the children of full-time Concordia College faculty and administrators 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. Children of faculty and administrators qualify for the full tuition reduction in their first year of employment if they were hired before 7-1-98.**

The term "tuition reduction" is defined as up to 50% of the tuition amount listed in the current Oak Grove packet literature. Other charges such as housing fees, application fee, books, music lessons, etc., are not included. This discount includes tuition only. It does not apply to any special programs budgeted separately from those described in the preceding sentence.

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% during the parents second year of employment.
3. 20% during the parents third year of employment.
4. 30% during the parents fourth year of employment.
5. 40% during the parents fifth year of employment.
6. 50% 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 Concordia's employees and they remain eligible until they graduate from high school.

Recipients of tuition reduction are eligible for scholarships administered by Oak Grove Lutheran School. Participants in the tuition exchange program must meet the regular requirements for admission to Oak Grove.

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

I am Applying for tuition allowances for my (please circle one) \_\_\_ Daughter \_\_\_ Son

Indicate below the term of enrollment:

I expect my child to enter the \_\_\_\_ (1<sup>st</sup>/2<sup>nd</sup>) semester 20\_\_\_\_ into the \_\_\_\_ grade.

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

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

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

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

**\_\_\_\_\_**  
Please read the following and sign:

I understand that the tuition reduction terminates for children of employees when the child has qualified for a high school diploma, or reaches the age of 20. Eligibility also ceases in the event either institution stops participating in the program.

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 Concordia Office of Human Resources for approval. Questions regarding the tuition allowance policy should be referred to the Concordia Office of Human Resources.  
Tuition reduction is not intended to replace gift assistance available from state, federal or private sources. An application 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 (faculty, administrator, support staff)

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

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

Concordia College Human Resources Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

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