

**NORTHWESTERN STATE UNIVERSITY
and
WILLIS KNIGHTON HEALTH SYSTEM
REQUEST FOR REDUCED TUITION FORM**

The employee must: 1) Complete the form 2) Obtain a signature from a WK Administrator that is authorized to confirm their full-time employment 3) Email the form in pdf signable format to the NSU Nursing and Allied Health Dean hicksj@nsula.edu and 4) Submit the completed form **EACH SEMESTER** in which the tuition reduction is being requested for to:

Employee Information:

Name: _____ Student ID #: _____ Last 4 digits of SS#: _____

Reduction for online courses is being requested for: Fall _____ Spring _____ Summer _____

The following conditions apply to Willis Knighton employees who seek the NSU reduced tuition benefit:

- Must be a degree seeking student at NSU
- Must be employed on a full-time basis within the Willis Knighton Health System
- Must submit an application for admissions to NSU, meet all admission criteria for each respective program they wish to enroll, and pay appropriate fees.
- Are subject to normal admission, progression, dismissal, and graduation requirements for each respective program.
- Must adhere to NSU's policies and procedures.
- Are responsible for textbooks and other required resources for each course.
- Willis Knighton employees who enroll in specific undergraduate online programs at NSU (BASAH, RT to BSRT, Post- Baccalaureate ICT, Post Baccalaureate MRI, and Post-Baccalaureate CT) during the 2021-2022 academic year will receive a 30% discount on the *NSU Undergraduate Online Hourly Flat Rate*. This rate can change each semester and is posted on NSU's website. Reduced costs only apply to online courses. Those enrolled in undergraduate courses with state approved course fees will also be required to pay all fees.
- Willis Knighton employees who enroll in specific graduate online programs at NSU (MSRS, MSN with Role Concentration in Education or Administration, or MSN to Organizational-Systems Leadership DNP) during the 2022-2023 academic year will receive a 20% discount on the *NSU Graduate Only Hourly Flat Rate*. This rate can change each semester and is posted on NSU's website. Reduced costs only apply to online courses. Students enrolled in these graduate programs with state approved course fees will also be required to pay all fees.

WK Full-Time Employee Signature

Date

WK Administrator Verifying Full-Time Employment

Date

Dr. Joel Hicks, Dean College of Nursing and School of Allied Health

Date

Northwestern State University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, and veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX): Employees/Potential Employees – Veronica M. Biscoe, EEO Officer (318-357-6359) and Students – Reatha Cox, Dean of Students (318-357-5285). For Americans with Disabilities Act (ADA) concerns, contact the Accessibility and Disability Support Director, Taylor Camidge, at 318-357-5460. Additionally, Northwestern complies with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. Information about NSU's campus security and crime statistics can be found at <https://www.nsula.edu/universityaffairs/police/>. Full disclosure statement: <https://www.nsula.edu/iehr/>.

Office use only:

_____ Degree Program _____ Number of online courses