



REQUEST FOR REDUCED TUITION

Fall Priority Deadline
November 1

Spring Priority Deadline
April 1

Summer Priority Deadline
July 15

CHECK ONE: Faculty _____ Faculty Child _____ Faculty Spouse _____
 Staff _____ Staff Child _____ Staff Spouse _____

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

Employee Information:

Name: _____ NSU Campus ID #: _____

University: _____

Campus/Department: _____

Degree Program: _____

Child/Spouse Information:

Name: _____ Relationship: _____

NSU Student ID #: _____ Age: _____ Date of Birth: _____

Address: _____

Child/Spouse Place of Employment: _____ Degree Program: _____

Are you claiming the above listed child or spouse for tax purposes during the calendar year in which the exemption is requested? A copy of your tax return may be requested. Should you fail to claim the above student as an eligible dependent for tax purposes, you may be required to reimburse the University.

Yes _____ No _____

 Employee Signature Date

 Supervisor Signature Date

 Vice President Signature Date

Approval of University Presidents needed for employees of other Universities or Louisiana System

 University President Signature Date

 NSU President Signature Date

Office use only: Employment Verification: Full time employee start date: _____ Job code: _____

Verified by: _____ Degree Program: _____

It has been, and will continue to be, the policy of Northwestern State University to be an equal opportunity employer. All employment decisions are based on job related standards and must comply with the principles of equal employment opportunity. In keeping with this policy, the University will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and education are administered without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. The University is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. Additionally, the University provides equal access to the Boy Scouts of America and other designated youth groups. Complaints or inquiries related to Title IX should be directed to the Director of Title IX Compliance & Title IX Coordinator, Julie Powell (318-357-5570), Room 306 of the Friedman Student Union or email obannonj@nsula.edu. In accordance with Section 35.106 of the Americans with Disabilities Act (ADA), all participants, applicants, organizations, and interested individuals are advised and notified that the ADA Coordinator for Northwestern State University for facilities is the Director of University Affairs, Jennifer Kelly (318-357-4300), located in 128 Caspari Hall or email andersonje@nsula.edu. For student academic services, contact the Director of Access and Disability Support, Crissey Smith, (318-357-5460) located in Room 108-C Watson Memorial Library or email at smithcr@nsula.edu. For faculty/staff accommodations and services, contact Executive Director of Institutional Effectiveness and Human Resources, Veronica M. Biscoe (318-357-6359), Room 111 Caspari Hall or email ramirezv@nsula.edu.