



## WILLIS KNIGHTON HEALTH SYSTEM REQUEST FOR REDUCED TUITION FORM

**The employee: 1) completes the form, 2) obtains 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 badeauxa@nsula.edu and 4) Submit the completed form EACH SEMESTER which the tuition reduction is being requested for to: NSU's Office of Scholarship**

**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 current 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 current 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. Aimee Badeaux, Interim Dean  
College of Nursing and School of Allied Health

\_\_\_\_\_  
Date

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.

Office use only:

\_\_\_\_\_ Degree Program \_\_\_\_\_ Number of online courses