

**NORTHWESTERN STATE UNIVERSITY
REQUEST FOR REDUCED TUITION**

Fall Priority Deadline
November 1

Spring Priority Deadline
April 1

Summer Priority Deadline
July 15

CHECK ONE: Faculty _____
Staff _____

Faculty Child _____
Staff Child _____

Faculty Spouse _____
Staff Spouse _____

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

Exemption will not be processed for classes that the student has previously withdrawn from.

Employee Information:

Name: _____

Employee ID #: _____

Campus/Department: _____

University: _____

Child/Spouse Information:

Name: _____

Relationship: _____

NSU Student ID #: _____

Address: _____

Age: _____ Date of Birth: _____

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 System Office only

University President Signature

Date

NSU President Signature

Date

Office use only

Employment Verification: Full time employee start date: _____ Job code: _____

Verified by: _____

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)
- Students – Frances Conine, Dean of Students (318-357-5286)

For Americans with Disabilities Act (ADA) concerns, contact the Disability Support and Tutoring Director, Catherine Fauchaux, at 318-357-4460.

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 <http://universitypolice.nsula.edu/annual-security-report/>. Full disclosure statement: <http://universityplanning.nsula.edu/notice-of-non-discrimination/>. *Inquiries regarding employment application status should be made to the individual receiving the application packet. jeff