**Policy:** For more information on this program, please see the [Employee Graduate Tuition Reduction Program Policy](https://messiah-employee.policystat.com/policy/7884046/latest/).

Date of Application:

|  |
| --- |
| Employee Information |

Name:       Hire Date:

Title:       Years in Current Position:

Department:

|  |
| --- |
| Educational Program |

Program Applying for:

Estimated Registration Date:       Total Credits in Program:

Please indicate by your signature below that you understand:

* You are responsible for the tuition and fees associated with the program and coursework you select.
* Messiah University employees are charged a reduced tuition rate for graduate programs at Messiah University. However, fees associated with any program are not adjusted or reduced.
* Messiah University is not obligated to reward completion of a program through promotion, transfer, reassignment, or salary increase.
* Coursework is to be taken on your own time and the University is not obligated to grant you time off or paid time to complete coursework.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Signature |  | Date |

**NECESSARY APPROVALS:**

Supervisor/Dept Head: Date:

Vice President/Provost: Date:

Vice President for HR: Date:

Messiah University does not discriminate on the basis of age, race, color, sex, national or ethnic origin, disability, or veteran’s status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.

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| *Copies:*  *Employee*  *Finance*  *Personnel File* |