Employee/Spouse Development Application

1. If you are a Non-degree Seeking Student: Submit [non-degree-seeking application](https://www.messiah.edu/applynow) with the Office of Admissions.
2. If you are a Degree Seeking Student: Submit the appropriate enrollment application ([First-Year Application](https://www.messiah.edu/applynow) OR [Transfer Application](https://www.messiah.edu/applynow)). Once accepted as a degree-seeking student, the employee must pay $200 deposit\* which will be applied to their student account. The $200 deposit can apply to a pro-rated Student Activity Fee and/or Textbook charges.
3. Employee or spouse will receive a course registration appointment once active in the Student Information System. Access online registration through the “Register for Classes” FALCONlink card at or after the time of the registration appointment.
4. Employees are eligible for tuition benefit for up to 8 credits per semester – fall/spring/summer.
5. Spouses of employees are eligible for tuition benefit for up to 4 credits per semester – fall/spring/summer.
6. Fill out the information below, making sure to include tentative course information and if the course is taken for a Letter Grade or Audit.
7. The employee’s supervisor must sign.
8. The employee should forward to Michelle Glenny in the Registrar’s Office for confirmation of course registration and signature by the Registrar.
9. The form will route to Karen Blair in Human Resources so the benefit can be applied.
10. **PLEASE NOTE: Employee/Spouse Tuition Benefit does not apply to Private Music Lessons.**

Employee Name:      ID#:

Spouse Name:       ID#:

 *(only if spouse applying for free credits)*

Department:       Hire Date:

Applying for:# free credits       ;# audited credits       ; Other

 [ ]  Fall \_     \_\_\_\_ [ ]  Spring \_     \_\_ [ ]  Summer \_     \_\_

Name of school attending: **[ ]** Messiah **[ ]** Other

Name of Proposed Course:

Employee SignatureDate

Spouse SignatureDate

 *(only if spouse applying for free credits)*

**Necessary Approvals:**

Immediate SupervisorDate

RegistrarDate

 *(signature of Registrar or designee for Messiah University courses only)*

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