

# University of Missouri Tuition Reduction Form

(For Spouse and Dependents)

**Form must be submitted no later than the end of the semester or session stated below.**

**NOTICE TO CASHIER:** When properly approved, this form is notice that the spouse or dependent of the employee named below is entitled to a 50% reduction of the tuition for up to 140 credit hours of University of Missouri college credit courses. For all courses (undergraduate, graduate, or professional) the rate of such fee reduction shall be based upon the tuition charged to a resident student for undergraduate courses at the campus they are attending.

**EMPLOYEE SECTION**

Employee Name (Last, First, Middle Initial)	Employee ID
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Employee's Campus  
 Columbia/UOEXT     Hospital     Kansas City     Rolla     St. Louis     UM System

Student's Name (Last, First, Middle Initial)	Student ID
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Student's Relationship to the Employee (Foster children are not eligible) <input type="checkbox"/> Spouse <input type="checkbox"/> Child (natural or adopted) <input type="checkbox"/> Step Child (living with employee)	Child's Birthdate
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Semester or/Session and Year <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer    Year _____	Location of Course <input type="checkbox"/> Columbia <input type="checkbox"/> Kansas City <input type="checkbox"/> Rolla <input type="checkbox"/> St. Louis
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**I understand that:**

- ! I must submit the Tuition Reduction form no later than the end of the semester stated above.
- ! I must be currently employed as a benefit eligible employee with five years of continuous, full-time service immediately prior to the first day of the semester or session in which the spouse/dependent is enrolled.
- ! A former spouse, a spouse from whom I am legally separated, and/or a foster child are not eligible.
- ! All student admission requirements must be met.
- ! The Tuition Reduction is available for up to 140 credit hours of undergraduate, graduate, and professional courses based upon the tuition charged to a resident student for undergraduate courses at the campus they are attending.
- ! Activity fees, late fees, books, and other expenses are the responsibility of the student.
- ! No tuition reduction will be granted after the deadline required to submit this form or for previously completed courses.
- ! The regular refund policy of the University applies in the event of withdrawal from a course.
- ! The benefits of this program for spouse and dependents pursuing graduate and professional degrees becomes taxable income per IRS Section 117.
- ! My spouse or dependent is ineligible to participate in this program if my employment with the University terminates prior to the beginning of a semester.
- ! My signature certifies that my spouse or dependent is eligible to participate in this program and if found ineligible, the University reserves the right to recover the amount of the tuition reduction.

Employee's Signature	Date
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Employee's Campus Address and Telephone Number

**Send completed form to Faculty & Staff Benefits using one of the options below:**

Note: An acknowledgement of receipt will be sent and your form will be submitted to the cashier's office within 5 business days from receipt.

Email: [umbenefitsedu@umsystem.edu](mailto:umbenefitsedu@umsystem.edu)

Fax: (573) 882-9603

For Questions: (573) 882-2146

Address:  
 Faculty and Staff Benefits  
 Woodrail Centre  
 1000 W. Nifong  
 Building 7, Suite 210  
 Columbia, MO 65211

**Faculty & Staff Benefit Office Use Only**

Benefit Eligibility Date	Approval	Date
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