

# 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	Retiree
Employee's Campus <input type="checkbox"/> Columbia/UOEXT <input type="checkbox"/> Hospital <input type="checkbox"/> Kansas City <input type="checkbox"/> Rolla <input type="checkbox"/> St. Louis <input type="checkbox"/> UM System			
Student's Name (Last, First, Middle Initial)		Student ID	
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	
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	

**I understand that:**

- I and my spouse or dependent must meet all eligibility requirements identified in Section 230.070 of the University's Collected Rules and Regulations and HR 309 of the Human Resources Policy Manual.
- No tuition reduction will be granted after the deadline required to submit this form or for previously completed courses.
- All student admission requirements must be met.
- Activity fees, course fees, late fees, books, and other expenses are the responsibility of the student.
- 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 become taxable income per IRS section 117.
- 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
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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