

Tuition Remission Application

Please submit this form to the Office of Student Financial Services by **June 1st** at the address below, email it to financialaid@bbc.edu, or fax it to 570.587.8045.

Please print

School year _____

Student name _____

Last 4 digits of student SSN _____

Spouse/parent (for applicable categories) _____

Last 4 digits of spouse SSN _____

Tuition Remission Category

- | | |
|--|---|
| <input type="checkbox"/> Salaried employees, faculty, spouses
<input type="checkbox"/> Dependent of salaried employees, faculty, hourly staff (who have worked at BBC for 5 years or more) and WOLBI employees
<input type="checkbox"/> Trustee
<input type="checkbox"/> Dependent of trustee | <input type="checkbox"/> Full-time hourly employee
<input type="checkbox"/> Contracted Graduate Assistant
<input type="checkbox"/> Married undergraduate student
<input type="checkbox"/> Wife of a full-time M. Div student |
|--|---|

Course Information

- | | | |
|---|---|---|
| Number and type of hours per semester:
<input type="checkbox"/> Fall _____
<input type="checkbox"/> Spring _____
<input type="checkbox"/> May/Summer _____ | Program of study:
<input type="checkbox"/> Undergraduate
<input type="checkbox"/> Online undergraduate
<input type="checkbox"/> HS Dual Enroll | <input type="checkbox"/> MA
<input type="checkbox"/> M. Ed.
<input type="checkbox"/> MSCM
<input type="checkbox"/> M. Div. / M. Min.
<input type="checkbox"/> D. Min.
<input type="checkbox"/> Ph.D. |
| <input type="checkbox"/> Credit <input type="checkbox"/> Audit | | |

Spouse Course Information (if applicable)

- | | |
|---|---|
| Number of hours for credit per semester:
<input type="checkbox"/> Fall _____
<input type="checkbox"/> Spring _____
<input type="checkbox"/> May/Summer _____ | Program of study:
<input type="checkbox"/> Undergraduate
<input type="checkbox"/> M. Div. |
|---|---|

Statement of Certification

By signing this application, I certify that I have read and understood the information on page two.

Student Signature _____ Date _____

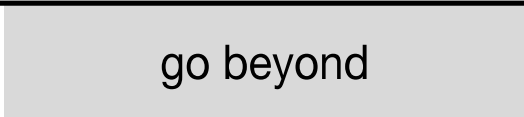
Parent/Spouse Signature (if applicable) _____ Date _____

For office use only

Date received	Date entered into group	Initials
Percentage	GPA	Balance



538 VENARD ROAD | CLARKS SUMMIT, PA 18411
570.586.2400 | WWW.BBC.EDU



Eligible Students

- Dependents of salaried employees, faculty, trustees, hourly staff who have been full-time at BBC for 5 years or more, or dependents of Word of Life (New York & Florida only) employees enrolled in an undergraduate program.
 - Must live on campus unless taking 3 credits or less in the semester or attending May or summer school.
 - Must be enrolled full time unless taking 3 credits or less in the semester or attending May or summer school.
- Salaried employees, faculty, full-time hourly employees, and trustees
- Spouse of a salaried employee or faculty
- Students under contract as Graduate Assistants (as determined by the contract)
- All students must:
 - Have their school balance from the previous semester cared for (in the case of spouses and dependents, all relevant balances must be cared for)
 - Attain a 2.0 minimum GPA by the end of the first year and maintain a 2.5 GPA in successive years.
 - Submit an application by June 1st each year.
- Other
 - Wife of a full-time M.Div student (including those on internship)
 - Undergraduate married student: One spouse must be taking at least 12 credits at the full-time on-campus rate.

Amount

Percentage of Tuition Remission is determined by the student's eligibility category and/or years of employment as determined by the Human Resources Department. See employee manual.

Limits

- Full-time hourly employees: 3 credits per semester, maximum of 6 credits per academic year.
- Wife of a full-time M.Div. student: 3 credits per semester, maximum of 6 credits per academic year, tuition only.
- Dependents: 18 credits per semester, tuition only.
- Married undergraduate students: combined credits cannot exceed 18 credits per semester, tuition only.
- All: Room, board, books, class notes and other fees (not including the general fee unless noted above) **are not included**. Benefits are not cumulative.
- All: If the total amount of aid (excluding loans) exceeds the charges, Tuition Remission may be reduced.

Other Guidelines

A student receiving Tuition Remission is ineligible to receive other BBC Aid except for the following: Early Acceptance Grant, Early Deposit Grant, Talents for Christ, AWANA Citation, Word of Life Certificates/Coupons, Resident Assistant Scholarship, Timothy Scholarship and external scholarships. Student Financial Services will determine the higher amount (other BBC aid or TR) and apply it.

The student is responsible to notify the Office of Student Financial Services of any changes which would affect the charges (reduction or addition of credit hours taken, change to audit status, etc.) after the form has been submitted.

Internal Revenue Service regulations stipulate that certain Tuition Remission programs, such as graduate or seminary education, are considered taxable income.

Please contact the Student Financial Services at 570.585.9215 or financialaid@bbc.edu if you have questions about your specific situation or would like an estimate of your Tuition Remission.

