



# MOREHEAD STATE UNIVERSITY KCTCS Employee Tuition Discount Program

For full-time employees of the Kentucky Community and Technical College System taking courses at Morehead State University.



Please print or use fillable PDF.

## KCTCS EMPLOYEE INFORMATION

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
ADDRESS CITY STATE ZIP

Email address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Check one:  Faculty  Staff

**KCTCS employees must submit this form to your KCTCS Human Resources office for processing and submission to MSU. The completed form must be received at MSU by May 1 for Maymester and Summer, Aug. 1 for Fall, Dec. 1 for Winter or Jan. 1 for Spring.**

## COURSE INFORMATION

Term:  Maymester  Summer  Fall  Winter  Spring *Please submit a separate form for each term.*

Year \_\_\_\_\_ These courses are being taken for:  Undergraduate Credit  Graduate Credit

Doctor of Education (Ed.D.) Credit

COURSE NAME	COURSE #	SECTION #	DAYS COURSE MEETS	COURSE TIME	CREDIT HOURS
<i>Example: SOC</i>	<i>101</i>	<i>001</i>	<i>MW</i>	<i>6-8 P.M.</i>	<i>3</i>

**KCTCS employees participating in the tuition discount program are not eligible for any other institutional scholarships from MSU. Courses with the NUR (Nursing) prefix are subject to a 50% discount rate and 800-level courses within an approved Ed.D. program are subject to a 35% discount rate.**

MSU ID # (if known): \_\_\_\_\_

### EMPLOYEE SIGNATURE

I request that tuition be discounted per the Memorandum of Understanding with KCTCS for the MSU course(s) listed above. I understand that I must apply for admission to MSU, enroll in the above course(s) and that I am responsible for any additional mandatory, program and course fees.

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### KCTCS SYSTEM OFFICE

This employee is a regular, full-time employee at \_\_\_\_\_ college.

HUMAN RESOURCES SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

PHONE # \_\_\_\_\_

**THE TUITION WAIVED BY MSU MAY BE A TAXABLE BENEFIT TO THE EMPLOYEE.**

**Employee must be a full-time employee of KCTCS when classes begin.**

**Refer to the official KCTCS-MSU Memorandum of Understanding for eligibility information.**