



SCHOOL DISTRICT DISCOUNT EMPLOYMENT VERIFICATION FORM

PROCEDURES FOR COMPLETING THE DISCOUNT FORM:

- 1. Please read and understand the terms and conditions of the school district discount.
- 2. Complete this form for EACH semester you are enrolled and qualify for the discount.
- 3. Submit the form to your Human Resources Department to have an HR official verify your employment status.
  - Discount applicable to OLLU courses only
  - Discount is not retroactive
  - Discount not applicable if receiving any reduced tuition rate)
  - Doctoral students are not eligible for the discount
  - Discount cannot be combined with other University funding

\*Contact the Financial Aid Office at (210) 434-6711 ext. 2299 if you have any questions.

STUDENT USE ONLY:

Name (Please PRINT): \_\_\_\_\_ Student ID#: \_\_\_\_\_

School District Employed at: \_\_\_\_\_

ADMIT STATUS: ( ) Undergraduate Student ( ) Graduate Student

YEAR: \_\_\_\_\_ TERM: ( ) Fall ( ) Spring ( ) Summer

By signing below, I authorize the Financial Aid Office of Our Lady of the Lake University to verify my full-time employment status only.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Financial Aid Office will e-mail you at your Lake Account if there are any questions or concerns regarding your discount.

SCHOOL DISTRICT HR ADMINISTRATOR USE ONLY:

I hereby certify that the individual named above works for the indicated school district as a full-time employee.

Name of HR Administrator (Please Print): \_\_\_\_\_ Wk#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FINANCIAL AID OFFICE USE ONLY:

Discount Amount: \_\_\_\_\_

\_\_\_\_\_ Undergraduate 20% \_\_\_\_\_ Graduate 20% \_\_\_\_\_

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