

Employees of OrthoNebraska may be eligible for a 20% tuition discount for certain academic degree and certificate programs at Nebraska Methodist College (NMC). This discount may also be extended to employee's legal spouse and eligible children.

**Eligibility Criteria:**

- The employee must have been employed a minimum of 24 hours per week within OrthoNebraska for at least six (6) consecutive months immediately prior to the start of the semester/term for which the discount is requested.
- The discount only applies to students who are admitted to an academic degree program at the associate, bachelor (excluding accelerated BSN, RN to BSN, and LPN to BSN), master, or doctoral level or CT, MRI, or mammography certificate program. Courses taken for audit, continuing education, or professional education, and the accelerated nursing degree program, RN to BSN, and LPN to BSN program are not eligible. Certificate courses are not eligible unless specified above.
- Eligibility is based on the student's and employee's status on the first day of classes for each semester/term.
- An eligible child of the employee must be an unmarried, legal dependent of the employee, and under age 24. The employee must attest to the child's eligibility status at the time of application.
- If the eligible child turns 24 during the semester/term, the discount remains in effect for the remainder of that semester/term.
- For a spouse, the employee must attest to the marital status at the time of application. Status of legal marriage may require documentation, which employee will need to submit proof if requested.
- If the employee ceases to be employed at least 24 hours per week within OrthoNebraska at any time during the semester/term, the discount will apply for the remainder of that semester/term.
- The discount applies to tuition only. The student is responsible for all fees and other charges. The discount can be used in combination with other assistance; however, there are situations when it may be necessary to reduce an award to ensure compliance with requirements for the various funding programs. The combined amount of all Methodist-funded assistance will not exceed total institutional charges. Students receiving tuition support through an academy or non-academy sponsorship are not eligible for this discount or other NMC scholarships and grants.
- Employees on furlough do not qualify for this discount.

**Application Process:**

- The employee/spouse/child wishing to use the employee discount as a Corporate Learning Partner must first be admitted to a NMC program eligible for an employee discount.

- The employee must provide a Verification of Employment form (see attached) to OrthoNebraska Human Resources (HR) whereby HR will verify employee's employment, length of service and name of department.
- OrthoNebraska HR will certify employment, sign the Verification of Employment form and forward the completed verification form to the NMC Business Office.
- The employee must complete the Verification of Employment form and send to OrthoNebraska HR each semester/term the employee wishes to utilize the employee discount as a Corporate Learning Partner.
- The completed Verification of Employment form must be received by NMC Business Office from OrthoNebraska HR 2 weeks prior to the start of each semester/term for the student to receive a discount.

**Instructions:**

**IMPORTANT:** Before filling out this form, the student wanting to utilize the discount must be admitted into a discount eligible program at NMC.

- The employee must complete the information in **Step 1** and forward this form to OrthoNebraska Human Resources at [Human.ResourcesDepartment@OrthoNebraska.com](mailto:Human.ResourcesDepartment@OrthoNebraska.com).
- OrthoNebraska HR will complete the information in **Step 2** and forward the form to the NMC Business Office.
- **Deadline: Two weeks prior to the start of the semester/term for which funding is requested.**

**Step 1 – To be completed by Employee:**

I authorize HR to verify my employment at OrthoNebraska for the purpose of determining eligibility for the Corporate Learning Partner Employee/Dependent Discount at NMC. I understand this form must be completed and turned in to the NMC Business Office 2 weeks prior to every semester/term that I want to obtain a discount at NMC.

Please attest to the proper statement below with your initials.

- \_\_\_\_\_ I am utilizing the Corporate Learning Partner Discount for myself.
- \_\_\_\_\_ I attest that the child listed below is unmarried, my legal dependent, and under 24 years of age.
- \_\_\_\_\_ I attest that the person listed below is my legal spouse (documentation may be requested).

_____	_____
Student's name (please print)	Student ID
_____	_____
Student's program of student at NMC	Term Requested (Fall, Spring, or Summer)
_____	_____
Employee Name (please print)	Employee ID
_____	_____
Employee Signature	Date

**Step 2 – To be completed by OrthoNebraska HR\*:**

I certify that the employee named above is employed at OrthoNebraska.

_____	_____
Department/Branch	Date Employed at least 24 hours per week
_____	_____
Human Resources Representative Signature	Phone
_____	_____
	Date

**\*HR – please forward the completed form to the NMC Business Office:** Email: [NMCbusoff@MethodistCollege.edu](mailto:NMCbusoff@MethodistCollege.edu)  
 Fax: 402-354-7020

<p><b>Business Office Use Only:</b></p> <p><input type="checkbox"/> Admitted to NMC</p> <p><input type="checkbox"/> Attribute added to account in EX</p>	<p>Notes:</p>
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