



MBA Admissions Process

Tuition Reduction for Non-Profit Employees

Students who are currently full time paid employees of a registered 501(c)3 not-for-profit corporation will be offered a reduced tuition rate for The Concordia MBA.

For the 2013-2014 academic year the tuition grant will be \$50 per credit hour.

To be eligible for reduced tuition, a student must submit the following documentation each academic year:

- A copy of a 501(c)3 Letter of Determination from the IRS for their not-for-profit corporation.
- Written verification of full time employee status. Verification must be on the corporation's official stationery, signed by the student's direct supervisor, the Human Resources executive or a member of the Board of Directors.

As part of the application process, Admissions will verify the reduced tuition status after initial review of the two required documents and the documents will be included in the application package that will go to the College of Business for review. If accepted, Admissions will set the "non-profit attribute" in Banner and the reduced tuition will remain in effect for the remainder of the academic year as long as the student remains a full time employee of the 501(c)3 Corporation.

Students are required to re-verify their non-profit, reduced tuition eligibility before the beginning of each academic year (before the start of the fall semester), by providing the required documentation in paragraph 3 above to Student Accounts. (Student accounts will send students a reminder of the need to re-verify eligibility each summer.)

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