

**BAPTIST HEALTH COLLEGE LITTLE ROCK**

**STUDENT SERVICES**

**TUITION DISCOUNT POLICY**

<b>Policy Number: 306</b>	<b>Effective Date: December 2009</b>
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**PURPOSE:** To provide reduced costs to eligible employee spouses and/or their dependents for educational expenses incurred with Baptist Health College Little Rock.

**POLICY:** A 25% tuition discount to be offered to a select group of individuals. This discount would only be applicable for tuition and all associated fees would receive no discount.  
To be eligible, an individual must meet the following requirement:

- a spouse or qualified dependent of a full-time employee with at least 6 months of employment

**PROCESS:** Complete the Tuition Discount Request form. Employment will be verified and then the discount will be added to the student account.

**SPECIAL CONSIDERATIONS:**

**Definition of Dependent:** The dependent discount is available to all unmarried children of full-time, benefits-eligible employees or the unmarried dependents for whom the employee is the legal guardian, who are under age 25, and who may be claimed as dependents (either as a qualifying child or qualifying relative – see IRS publication 501 for guidelines) for federal tax purposes by that employee.

**Validation Process:** In order for consideration, the employee must complete a BHCLR Tuition Discount Request form and submit proper documentation. Proper documentation for the spouse discount will be a valid marriage license and proper documentation of a dependent can be either the birth certificate or tax return showing the student as an eligible dependent.

**Continuation of Discount Process:** Students will be required to go by the Business Office at BHCLR to receive the proper form for continuation in the discount program. Validation will determine that the spouse/parent is still employed as a full-time employee at Baptist Health.