

# Application for Seventh Class Free

There will no longer be any retroactive free classes. Only undergraduate SCS students are eligible to receive a free class. You must apply during the semester in which you take the seventh class. Applications may be submitted to any SCS office. Fax copies are not accepted.

approval dates: spring–March 30 summer–July 30 fall–October 30

**Please print or type all information:**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**If applicable, please check the appropriate box:**

- I am an employee of Jefferson Parish, Orleans Parish, or the City of New Orleans and receive a 50% tuition discount.
- I am a senior citizen and receive a 50% tuition discount.
- I am an elementary or high school teacher and receive a 50% tuition discount.
- I am an employee/former employee of Tulane University.
- I am a Tulane University Scholarship recipient.
- I am an Army Corps of Engineers employee and receive a 50% tuition discount.
- I am an active duty military personnel or spouse and receive a 50% tuition discount.
- I am a FEMA employee and receive a 50% tuition discount.

I verify that I have taken six classes and paid tuition for all six classes. I also verify that I am applying to take the seventh class free during this qualifying semester. I understand that once this application is approved, tuition for a three-credit undergraduate School of Continuing Studies course will be credited to my Accounts Receivable balance approximately three weeks after the approval date of that semester.

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

Note: if you are currently receiving financial aid, please understand that this credit may result in your financial aid being adjusted. Also we recommend that you pay your portion of the balance immediately upon receipt to avoid finance charges since the credit is posted late in the semester.

# Take six School of Continuing Studies courses and get the seventh free

## frequently asked questions

### **When do I receive my free class?**

A three-credit undergraduate School of Continuing Studies course will be credited to your Accounts Receivable balance approximately three weeks after the approval date of that semester.

### **What do I need to do to receive the seventh class free?**

When you enroll for courses in the School of Continuing Studies, you are automatically included in the program, but you must fill out an application to request a seventh class free.

### **May I fax my application?**

No, students must submit original applications to any SCS office.

### **Do my classes still count in the program if I pay tuition with financial aid?**

Yes, but you need to check with Financial Aid to see if the free class award affects your financial aid package.

### **Do classes offered by other Tulane schools count towards the free course?**

Yes, as long as it is an undergraduate course of three or more credits. However, the maximum amount credited to your account is for the cost of one School of Continuing Studies three-credit course regardless of the cost of the class.

### **Must I pass all six classes before they count towards the seventh free?**

No. However, classes for which you have officially withdrawn and received the grade W will not count toward the seventh class free.

### **Does this offer apply to student activity or lab fees?**

No.

### **Do I have to be enrolled every semester to stay in the program?**

No. You do not have to enroll in consecutive academic terms.

### **How many free classes can I have?**

As long as the program continues, every time you have paid for any six classes you may receive a seventh class for free. You may not receive more than one free class at a time. There will be no retroactive credit allowed, and no more than one class per semester may be credited.

### **Who is eligible for the program?**

All part-time School of Continuing Studies undergraduate students.

### **Are graduate students or graduate courses eligible for the seventh class free program?**

No. This program is for undergraduate students only. MLA and MPS students are not eligible for this program.

### **Are Tulane employees eligible for the seventh class free?**

No, unless the employee is paying for classes above the amount allowed by the waiver policy. In this case, employees must provide adequate records to show they paid for six classes. Family members of employees are not eligible for the seventh class free.

### **If I already receive a 50% tuition discount, how much of a tuition credit do I get under the seventh class free program?**

You are only eligible for a credit equal to the amount you paid for the class. If you paid 50% of the tuition, then your credit under the seventh class free program is also 50% of the tuition.

### **When did this program begin?**

The program began on January 1, 2000, and includes all courses taken after that date.