



**University of the Incarnate Word  
 School of Professional Studies  
 2024-2025 City of Dallas Tuition  
 Discount Program Form**

4301 Broadway Street  
 CPO #294  
 San Antonio, TX 78209  
 Phone: (210) 757-0202  
 eapapply@uiwtx.edu  
 sps.uiw.edu  
 Revised 09/2024

**STUDENT INFORMATION:**

Student's Last Name \_\_\_\_\_ Student's First Name \_\_\_\_\_ Student's UIW ID \_\_\_\_\_

Student's Relationship to City of Dallas Employee:  Self (City of Dallas Employee)  Dependent of Employee

**CITY OF DALLAS EMPLOYEE INFORMATION:**

Employee's Last Name \_\_\_\_\_ Employee's First Name \_\_\_\_\_ Employee's Telephone Number \_\_\_\_\_

**1) Employee's Employment Status:** City of Dallas Employee must be in a regular, full-time work status before the first day of classes for the semester or term. Indicate your current status with the City of Dallas :  Full-Time  Part-Time

**2) Employment Verification:** The UIW School of Professional Studies will verify your employment status directly with City of Dallas. To confirm your employment, please provide your employee ID number below:

**3) Employee's City of Dallas Employee ID Number:** \_\_\_\_\_

**4) Initial the following statement to allow UIW to request your employment status from the City of Dallas.**

\_\_\_\_\_ I authorize City of Dallas to release information to UIW regarding the status of my employment.

**STUDENT ACKNOWLEDGEMENT: Provide your initials next to each statement to indicate your understanding.**

\_\_\_\_\_ The City of Dallas Tuition Discount Program Form must be submitted to the UIW School of Professional Studies and the City of Dallas employee's employment status will be verified upon receipt.

\_\_\_\_\_ The City of Dallas Tuition Discount applies to tuition only; it does not include any other fees/charges. Tuition may be discounted regardless of part-time or full-time status, in any semester/term during the academic year.

\_\_\_\_\_ The discount applies to undergraduate & graduate courses which are available through the School of Professional Studies (Online only). The discount is not applicable to certificate, professional or doctoral programs.

\_\_\_\_\_ The tuition discount per student account under the City of Dallas Discount Program may not be stacked or cumulated with UIW and UIWSPS funded discounts or scholarships in any term and shall not be applied retroactively. External scholarships or financial assistance are permissible pending financial aid review and approval.

\_\_\_\_\_ Eligibility to apply for and receive financial aid is not affected by this agreement.

**Your signature verifies that you understand and accept the policies outlined in this form.**

\_\_\_\_\_  
 Student Signature (Required)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Sponsoring Employee (Required for dependents of employees)

\_\_\_\_\_  
 Date

The City of Dallas Tuition Discount Program Form must be submitted to the School of Professional Studies via e-mail (eapapply@uiwtx.edu), mail (4301 Broadway Street CPO #294, San Antonio, TX 78209) or in office for consideration.