



**SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873**

## **Family Counseling Center Employee Rate Agreement**

In order to qualify\* for the Family Counseling Center discounted tuition rate (5% discount of Tuition for online courses), you must be a current employee of Family Counseling Center and enrolling in a Southeast Online Program.

To verify employment submit the following for eligibility review:

- 1. Copy of Family Counseling Center photo badge**
- 2. Copy of Family Counseling Center pay stub dated within the past 45 days**  
*(sensitive information may be blacked out)*
- 3. This signed Family Counseling Center Employee Rate Agreement form**

**All documentation should be submitted via:**

**Mail:** Southeast Missouri State University  
Office of Admissions, MS 3550  
One University Plaza  
Cape Girardeau, MO 63701

**Email:** admissions@semo.edu

Please review and initial each line, then sign completed form:

\_\_\_\_\_ *By signing this agreement, I affirm that I am a current employee of Family Counseling Center and authorize Southeast Missouri State University (Southeast) to verify employment with Family Counseling Center by requesting supporting documentation (i.e. paycheck stub, copy of employee id badge, etc.), at any time.*

\_\_\_\_\_ *I further authorize Southeast to authenticate my documentation and employment directly with Family Counseling Center at any time.*

\_\_\_\_\_ *I understand it is my responsibility to notify Southeast upon termination of employment with Family Counseling Center and that I will not continue to receive the discounted tuition rate after employment ends.*

\_\_\_\_\_  
*(Student Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Student Printed Name)*

\_\_\_\_\_  
*(Student Date of Birth)*

***Fall semester deadline is August 22\*; Spring semester deadline is January 25\*; Summer deadline is May 16\****

*\*Rate Agreement and all necessary documentation must be submitted on or prior to these dates. Rate Agreement and documentation submitted after the deadline of a particular semester will be reviewed for the following semester. In no case will a discounted rate ruling be made retroactively.*