## Missouri Western State University

## Western Institute Employment Policies

Approved: 07/21/2015

The Western Institute provides varied educational opportunities in a variety of settings. The institute serves college students attending satellite sites or taking online courses, business and industry seeking to improve employees' skills and knowledge, adults seeking workplace skills or specific job training, adults seeking to complete a college degree they began earlier in life, high school students seeking college credit, children desiring to expand their skills in art and music, adults seeking personal enrichment, traditional college students taking elective courses, incarcerated individuals pursuing educational goals, and adults needing improvement in literacy skills and English language skills. The Western Institute is also the home for Conferences, the Western Playhouse, Scheduling, Study Abroad & Exchange Programs, the Bio Bus and the Testing Center. The mission of the Institute is to serve the community through a wide range of educational programs and educational delivery options.

Unless otherwise stated, Western Institute courses receive the following discounts:

- I. All non-credit courses 10% tuition discount for employees and dependents (other fees must be paid).
- II. Undergraduate Credit Courses Employee and dependent undergraduate credit course tuition waiver as consistent with the Tuition Reduction Program.