



UNIVERSITY OF DETROIT MERCY  
SCHOOL EDUCATOR'S TUITION REMISSION

FORM MUST BE FILLED OUT COMPLETELY

Name: \_\_\_\_\_ UDM ID Number: \_\_\_\_\_

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

Street City State Zip Code

Phone: (\_\_\_\_) \_\_\_\_\_ Academic Year: 20\_\_\_\_/\_\_\_\_

Degree Sought: \_\_\_\_\_ Program or Major: \_\_\_\_\_

Term:  Fall/Term I (Sept. – Dec.)  Winter/ Term II (Jan. – April)  Summer 1 or 2/ Term III (May – August)

List Courses to receive 60% Tuition Remission:

Course Number	Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I am currently employed full-time: (Check One) \_\_\_Teacher \_\_\_Substitute \_\_\_ Administrator \_\_\_Counselor \_\_\_Paraprofessional \_\_\_Teacher's Aid \_\_\_Ed Tech. (i.e., Elementary, Secondary and Early Childhood/pre-K).

At: \_\_\_\_\_  
School Name City

*I have read the School Educators Tuition Remission Policies on the reverse side of this form and I agree to follow the policies. I certify that the information on this form is complete and correct to the best of my knowledge.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UNIVERSITY OF DETROIT MERCY INTERNAL USE ONLY...

This form must be submitted with a letter signed by the principal on letterhead verifying full-time employment of the applicant as a teacher, substitute, administrator, paraprofessional, counselor, or teacher's aid of an elementary or secondary school.

I have received a completed form and verification letter.

College Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**THIS FORM MUST BE RECEIVED BY THE DEADLINES LISTED ON THE REVERSE SIDE.**

**University of Detroit Mercy**  
**School Educator's Tuition Remission Policies**

**\*\*SUCCESSFUL COMPLETION OF THE MBST IS REQUIRED FOR THE EDUCATOR'S REMISSION\*\***  
**\*\*ONLY THOSE SEEKING CERTIFICATION BY THE STATE OF MICHIGAN ARE ELIGIBLE\*\***

- Teachers, substitutes, administrators and counselors, paraprofessionals, teacher's aides and Ed techs employed full-time in a public or private educational center (early childhood/pre-K, elementary or secondary schools) are eligible for the School Educators Tuition Remission. Daycare workers are **not** eligible. **There are no geographic restrictions.**
- To receive the tuition remission, students **must be admitted to UDM** in his/her selected program, remain in good academic and financial standing and meet all requirements of the University of Detroit Mercy.
- Applicable **only** for undergraduate, post-degree and graduate courses of programs leading to a Teaching Certification, Continuing Certification, Master's degree or Specialist Degree. **NOTE: DEGREE PROGRAMS THAT ARE NOT CERTIFIABLE OR ENDORSEABLE FOR TEACHING, BY THE STATE OF MICHIGAN, ARE NOT ELIGIBLE.**
- **TUITION REMISSION IS NOT APPLICABLE TOWARD DOCTORAL PROGRAMS, MBA DEGREES, LAW OR DENTAL SCHOOL COURSES, OR REDUCED-RATE WORKSHOPS**
- The 60% discount applies to tuition only. **NO** registration, graduation, or course fees are included. This scholarship may not be combined with any other institutional scholarship, tuition remission, UDM grant or discount rate.
- A letter signed by the principal on letterhead verifying full-time employment of the applicant **must be attached to the form and submitted to Patricia Hall-Thomas, Assistant Dean, College of Liberal Arts and Education, Briggs 128, 4001 W. McNichols Road, Detroit, MI 48221-3038, phone 313.993-1287, Fax to: 313.993-1166, email: [thomasph@udmercy.edu](mailto:thomasph@udmercy.edu).** **PLEASE DO NOT TURN FORM IN TO THE FINANCIAL AID OFFICE OR THE EDUCATION OFFICE.**
- **The completed form (including principal verification) should be submitted to the College's Main Office BEFORE THE TERM BEGINS, BUT NO LATER THAN THE FOLLOWING DATES, OR THE TUITION REMISSION WILL NOT BE APPROVED:**
  - Fall Term/Term I **ON OR BEFORE** October 1
  - Winter Term/Term II **ON OR BEFORE** February 1
  - Summer Session 1 and Term III **ON OR BEFORE** June 1
  - Summer Session 2 **ON OR BEFORE** July 1
- This form may only be used for the term specified. **A new authorization must be obtained and submitted each term. THE UNIVERSITY WILL NOT HONOR RETROACTIVE REQUESTS.**
- The University may deny remissions for any given semester if budget funds are exhausted.
- Program is subject to review, revision, or termination prior to any semester. The University may withdraw or change any eligibility criteria for this program at its sole discretion.