



UNIVERSITY OF DETROIT MERCY
SCHOOL EDUCATOR'S TUITION REMISSION

Name: _____ UDM ID Number: _____

Address: _____
Street City State Zip Code

Phone: (____) _____ Academic Year: 200____/____

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:

Table with 3 columns: Course Number, Title, Credits. Contains 5 rows of blank lines for course entry.

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 them. 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
Effective Fall 2007

***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. **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 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 313.993-3251, or Fax to: 313.993-1166. PLEASE DO NOT SUBMIT TO FINANCIAL AID. IT WILL BE FORWARDED BY THE DEAN'S OFFICE.**
- **The completed form (including principal verification) should be submitted to the Education Department 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, 2/ Term III **ON OR BEFORE** June 1
- This form may only be used for the term specified. **A new authorization must be obtained and submitted each term. NO RETROACTIVE APPLICATIONS WILL BE ACCEPTED.**
- 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.

September 2007

C: school educator's remission