



UNIVERSITY OF
**DETROIT
MERCY**

Religious Discount Tuition Remission

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Dacia Williams ▪ Financial Aid ▪ Fisher Building 70 ▪ 313-993-3346 ▪ Fax: 313-993-3347 ▪ williadn@udmercy.edu

FORM MUST BE FILLED OUT COMPLETELY

Name: _____ **ID:** _____

Level Undergrad Graduate **Major:** _____
Circle One

Academic Year: 20____/____ **Term:** Fall Winter Summer
Circle One (Sept-Dec) (Jan-April) (May-Aug)

List Course(s) for term:

Course Number	Course Title	Credits

Information on your Ministry:

Name of Ministry: _____
Address: _____

Please describe your role and responsibilities within your ministry:

Signature of Ministry Official: _____ Date: _____

By signing below I certify that I have read the Religious Discount Tuition Remission Policies on page 2 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.

Student Signature: _____ **Date** _____

This form must be submitted each term along with a letter from your Ministry on letterhead verifying that you are currently a full-time participant in the capacity listed above, by the deadlines on this form.

SUBMIT FORM TO OFFICE OF CLAE, BRIGGS 108

Internal Use Only

CLAE Approval: _____ Date _____

Financial Aid Approval _____ Amount Applied: _____ Date _____

University of Detroit Mercy

Religious Discount Tuition Remission Policies

- The 50% tuition discount applies to the populations listed below and is a discount to tuition only, fees are not included. This discount may not be combined with any other UDM scholarship, grant, tuition remission or tuition discount.

- Eligibility is limited to religious, clergy, lay persons serving a parish or congregation **full-time**, enrolled in courses directly related to their ministerial work (ex. Religious Studies).

- **Part-Time and Volunteer** students in one of these positions must show evidence of a substantial quantitative and qualitative commitment to their ministerial work. Typically this commitment should include assigned ministerial responsibilities, a minimum of 20 hours per week watching the ministry and 1 year previous service. **A letter from your ministry is required to verify this.**

- If enrolled in a program not related to your ministerial work you must demonstrate that the courses are relevant to your current ministry.

- Student must be admitted and in good academic standing at UDM in an academic program including undergraduate, post-degree and graduate courses. Professional programs at the Dental and Law Schools, Doctoral Programs, Reduced Rate Workshops and MBA Programs are not eligible.

- This completed form along with a letter signed by the ministry on letterhead verifying full-time participation in the capacity listed above, by the deadlines on this form. This form **MUST** be submitted each term by the following dates:

Fall Term:	October 1st
Winter Term:	February 1st
Summer Sessions I or III:	June 1st
Summer Session II:	July 1st

- This form may only be used for the term specified. A new authorization form and letter must be obtained each term and retroactive requests will not be honored.

- This discount program is subject to review, revision or termination at any time and the University of Detroit Mercy may withdraw or change eligibility for this program at its discretion. The University may deny remissions for any given semester if budget funds are exhausted.

Please submit form to:

**Office of College of Liberal Arts & Education
McNichols Campus, Briggs Building, Room 108
Fax to (313)993-1166
Email: pruittls@udmercy.edu.**

If you have any questions, please contact Lezly Pruitt at (313)993-1287