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*This tuition award is intended  
for educators in public, private  
and parochial schools.*

## Application for the SRTF Graduate Course Tuition Award

### Applicant Information

- Scholarship tuition covers a 3-credit course for one semester.  
**Check here if you are requesting funds from the newly established Sister Rose Thering Book Fund. (See page 3 for details.)**
- University fees are the responsibility of the applicant and are payable to Seton Hall University.
- Teachers may seek assistance for up to 12 credits (usually 4 courses) through the Fund, which can then be applied to **matriculated status** upon acceptance into the degree program, or can request the *Certificate in Jewish-Christian Studies* upon completion of these 12 credits.
- Seton Hall University offers the M.A. degree in Jewish-Christian Studies (JCST), which requires 36 credit hours in the College of Arts and Sciences. Application to matriculate should be made directly to the Department.
- The SRTF award does not constitute nor necessitate acceptance for matriculation in the graduate degree program.
- The recipient of an SRTF Scholarship is required to attend the Scholarship Awards Program (announced each semester) and other SRTF events when announced.**

NAME

ADDRESS

TOWN/CITY

STATE

ZIP

REQUIRED STUDENT ID (obtained upon registration)

HOME PHONE OR CELL

WORK PHONE

REQUIRED E-MAIL ADDRESS

### Education

COLLEGE/UNIVERSITY

DEGREE/MAJOR

YEAR

If you are currently matriculating in another graduate program, please indicate the program and college.

## Application for the SRTF Graduate Course Tuition Award

**What course(s) in Jewish/Christian/Holocaust/Genocide Studies have you taken at Seton Hall or elsewhere?** (If elsewhere, please indicate name of school and location.)

**Present teaching/administrative/other position**

**EMPLOYER**

**SCHOOL**

**What subject do you teach?**

**What grade level?**

**How long have you served in this position?**

**Previous employment within last five years:**

**For which course are you seeking tuition assistance?**

Course listings are available at <http://www.shu.edu/go/sisterrose>. Please include course number.

**COURSE**

**COURSE NUMBER**

**Under what status do you wish to take this course** (check one)

**NON-MATRICULATED**

**MATRICULATED**

**AUDIT**

**SENIOR CITIZEN**

**If this is your first course and you are non-matriculated**, please go on-line ([www.shu.edu](http://www.shu.edu)) to fill out a Non-Matriculated Student Form. **Also, please submit proof of completion of a B.A. degree.**

**If matriculated, in what graduate degree program?**

**UNIVERSITY/COLLEGE**

## Application for the SRTF Graduate Course Tuition Award

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Kindly list the name, address and phone number of two academic/professional references and ask each person to send us a brief letter of recommendation. **If you are a returning student and have not changed employment, you may use the references on file.**

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**Please ask your principal and/or superintendent for a letter confirming your employment at your school. If your employment has not changed, you do not need to ask for this confirmation again.**

**If you teach in a diocesan school, you must supply a letter annually from your principal confirming your employment.**

**You may include it with this application or send it separately to the address listed below.**

### Recommendations

**1** NAME

ADDRESS

TOWN/CITY

STATE

ZIP

**2** NAME

ADDRESS

TOWN/CITY

STATE

ZIP

### IMPORTANT

Please write a brief essay indicating how you expect this course will aid you personally and in your teaching, i.e., why you wish to take this course. Please use a separate page. This essay must be submitted only at the start of your first semester.

If you are a returning student, please indicate briefly how the courses you have taken have aided in your teaching.

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SIGNATURE

DATE

### RETURN COMPLETED FORM TO:

The Sister Rose Thering Fund  
400 South Orange Avenue  
Fahy Hall 242  
South Orange, NJ 07079

\* TUITION is SUBJECT TO CHANGE EACH YEAR. Please refer to the Seton Hall Web site for graduate tuition information.

Applicants are, however, responsible for the University registration fee (\$99) and the technology fee (\$100). Audit - \$100 per credit hour, plus registration fee \$99. Seniors - \$100 per course (for credit) or \$50 (for audit.) Scholarships do not include registration and technology fees. Teachers in New Jersey diocesan schools receive 50% tuition remission from the University. If you teach in a Catholic school, please send an official letter confirming this and request a tuition remission form from the SRTF office.

**DEADLINES FOR APPLICATION SUBMISSION:** Fall Semester, **August 14;** Spring Semester, **December 1.**

**Phone:** (973) 761-9006. **Fax:** (973) 275-2333. **E-mail** srtf@shu.edu

## Checklist for the SRTF Scholarship Applicants

### The Book Fund Process

Once accepted into the SRTF program, the process for obtaining texts will be:

1. Determine the books required for a particular course and the cost for each.
2. Obtain your required book(s) at the Follett Bookstore (or from another source.) Follett has established a Sister Rose Thering Yahzeit Book Fund account.
3. Keep your bookstore or other receipt for submission to the SRTF Office.
4. Payment will be arranged once your receipt has been submitted to the SRTF Office.
5. The maximum amount that can be requested is \$100.00 per semester.
6. Requests must be made at the beginning of each semester.

### FIRST-TIME APPLICANTS

Complete the application and mail it to our office: SRTF, Seton Hall University, 400 South Orange Avenue, South Orange, NJ 07079.

Include a brief essay on why you wish to take the course you have selected.

Include the names of two personal or professional references.

Obtain a letter from your principal confirming your employment.

Send us an **original sealed transcript from your undergraduate college or university.**

If you teach in a diocesan school, please ask for and submit the discount form.

**Go on-line to start the admissions process by filling out the graduate non-matriculated form. The link is [www.shu.edu/applying/graduate](http://www.shu.edu/applying/graduate).**

Once you receive a letter of acceptance from this office, and an email acceptance from the University, you may then register for the course you have selected. The University acceptance indicates that a PIN has been generated for you and your Seton Hall account has been created.

**If you need assistance with the registration process, please contact Jay Wolferman in the Jewish-Christian Studies Office, 973-761-9751.**

### RETURNING STUDENTS

If you have changed positions, request a letter from your employer confirming your employment.

Write a brief essay on how the course(s) you have taken have helped you professionally.

Register on-line in a timely manner, e.g., before August 14 for Fall Semester; before December 1 for Spring Semester.

**Please pay all fees as soon as they appear on your on-line account.**