SETON HALL UNIVERSITY

CATHOLIC SCHOOL TEACHER 50% TUITION DISCOUNT APPLICATION

Full-time lay professional educators employed in Roman Catholic dioceses of New Jersey, including teachers, principals, and central office administrators may be eligible for a 50% tuition reduction for tuition charged for graduate level courses at Seton Hall University. To be considered for the discount, students must complete this application and submit to Seton Hall University Financial Aid Office, along with a letter from your principal verifying your employment.

Indicate semester(s) of application	n: Fall 20	_ Spring 20	Summer 20
Last Name	First Name		SHU ID Number
Address	City		State, ZIP Code
Name of Parochial School	Address		Name of Principal
I certify that I am enrolled in G understand the requirements and application and letter from my p beginning of each academic year to	conditions for this disprincipal verifying em	scount (see page ployment must l	2). I understand a new
	Student Signat	ure	
Approved Not App	proved	Signed	
Reason for disapproval:			

Teacher 50% TUITION DISCOUNT

POLICIES AND PROCEDURES

- In order for a full-time lay professional employee to be eligible for a reduction in tuition, the school or central administrative office in which the employee works must be certified by the superintendent of schools of the diocese as a Roman Catholic institution in the diocese.
- The superintendent or principal must certify in writing that the applicant seeking the reduction in graduate tuition is employed full time as a teacher, principal or central office professional administrator in the school and/or diocese central office. In the case of a superintendant, the vicar of education or bishop for the diocese must verify the applicant's employment status and eligibility.
- Certification of eligibility by the superintendent and/or principal will be required for every academic year that the tuition is granted. An academic year will consist of the fall, spring and summer terms.
- All employees who request the tuition reduction must meet all entrance requirements and complete all required applications and other registration procedures.
- Should the applicant leave the New Jersey Roman Catholic school system or change to part-time status, this benefit will terminate immediately and the individual will be responsible for paying the tuition rate on a pro-rated basis.
- Employees at Catholic colleges, early childhood and nursery schools, and employees at Catholic schools outside of New Jersey are not eligible for the discount. Full-time support staff in Catholic schools (ie secretaries, clerks, janitors, teacher's aides, food service workers, bus drivers, etc) are not eligible for the discount
- The 50 percent discount is taken only on the standard graduate tuition rate. In no case may multiple discounts be combined to exceed 50 percent of the standard graduate tuition rate.
- Applicants enrolled in Cohort programs (including but not limited to Executive EDD/EDS/MA) are not eligible for the discount.
- Applicants enrolled in on-line courses or on-line programs (including but not limited to Counseling, School Counseling, Healthcare Administration, Strategic Communications, and Nursing) are not eligible for the discount.
- Seton Hall University reserves the right to accept certification and to interpret and administer this policy.