



# **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 superintendent, 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.