



School Educator's Tuition Remission

Lezly Pruitt ▪ CLAE Office ▪ Briggs 108 ▪ 313-993-1287 ▪ Fax: 313-993-1166 ▪ pruittls@udmercy.edu
Teri Eldred ▪ Financial Aid ▪ Fisher Building 70 ▪ 313-993-1406 ▪ Fax: 313-993-3347 ▪ eldredte@udmercy.edu

FORM MUST BE FILLED OUT COMPLETELY

Name: _____ ID: _____

Level Circle One Undergrad Graduate Major: _____

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

I am currently employed full time as a *(Check one)*:

_____ Teacher	_____ Substitute	_____ Administrator
_____ Counselor	_____ Paraprofessional	_____ Teacher's Aid
_____ Ed Tech		

School Name: _____ City: _____

By signing below I certify that I have read the School Educator's 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 principal on letterhead verifying that you are currently a full-time employee in one of the positions 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

School Educator's Tuition Remission Policies

- The 60% 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.

- Student must be admitted and in good academic standing at UDM in an academic program that is certifiable or endorsable for teaching by the State of Michigan. This includes undergraduate, post-degree and graduate courses in an education related field.

- Student must be a full-time teacher, substitute, administrator, counselor, paraprofessional, teacher aid or Ed tech in a public or private educational center (early childhood/Pre-K, elementary or secondary schools). Daycare workers are not eligible.

- 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 principal on school letterhead verifying full-time employment 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 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