



FORM MUST BE FILLED OUT COMPLETELY

Circle One

Undergrad

Graduate

20___/___

Circle One

Fall (Sept-Dec)

Winter (Jan-April)

Summer (May-Aug)

(Check one)

___ Teacher
___ Counselor
___ Ed Tech

___ Substitute
___ Paraprofessional

___ Administrator
___ Teacher's Aid

By signing below I certify that I have read the School Educator's Tuition Remission Policies and agree to follow the policies. I certify that the information on this form is complete and correct to the best of my knowledge.

SUBMIT FORM TO OFFICE OF CLAE, BRIGGS 108

Internal Use Only

CLAE Approval: _____ Date _____

Financial Aid Approval _____ Amount Applied: _____ Date _____

The 60% tuition discount applies to the populations listed below and is a discount to tuition fees are not included. This discount may not be combined with any other UDM scholarship, tuition remission or tuition discount.

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

Student must be a full-time teacher, substitute, administrator, counselor, paraprofessional aid or Ed tech in a public or private educational center (early childhood/Pre-K, elementary, 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 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.

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