

SAINT MARTIN'S UNIVERSITY
 College of Education and Counseling
 Education Programs – Lacey Campus Only
Request for Catholic School Special Tuition

GENERAL INFORMATION:

- Eligible Employment:** The University has established a graduate and undergraduate special tuition plan (50% reduction) for full and part time religious and lay teachers, principals and paraprofessional employees of Roman Catholic Schools in the Archdiocese of Seattle at the Lacey main campus. The special tuition will be prorated based on the percentage of full or part time employment in one of the eligible roles in a Roman Catholic School. Please note that the special tuition for each semester (including summer) is based on the Lacey Campus tuition rate for the courses requested.
- Admission:** Admission to classes is on a space available basis, with priority going to full paying students. The Special Tuition rate is not available for extension courses/programs, nor for non-education courses. For many graduate level classes, enrollment will not be possible until the day the class actually starts.
- Application:** Eligible candidates accepted to education programs in the College of Education and Counseling (CEC) are eligible to apply for the Special Tuition by submitting this form to the CEC Office.

CANDIDATE SECTION

Candidate name (print): _____ SSN _____

Signature of candidate: _____

Semester (check one):	Employee Position (check as appropriate):	% Employed and Prorated Tuition Reduction (check closest option):
Fall <input type="checkbox"/>	Religious Teacher <input type="checkbox"/>	Full-time eligible for 1-18 credits @ 50% <input type="checkbox"/>
Spring <input type="checkbox"/>	Lay Teacher <input type="checkbox"/>	¾ time eligible for 1-11 credits @ 50% <input type="checkbox"/>
Summer <input type="checkbox"/>	Principal <input type="checkbox"/>	½ time eligible for 1-8 credits @ 50% <input type="checkbox"/>
	Paraprofessional/aide <input type="checkbox"/>	¼ time eligible for 1-5 credits @ 50% <input type="checkbox"/>

List All Courses Enrolled in This Semester:

Course Number	Course Title	Course Credits	Tuition Reduction % Rate

PRINCIPAL SECTION

I certify that the above candidate is a regular employee (not temporary) of a Catholic School in the Archdiocese of Seattle in the position indicated above.

Signature of principal _____ Date _____

Name of school _____ Location _____

COLLEGE OF EDUCATION & COUNSELING SECTION

Signature, Dean of College of Education & Counseling _____

STUDENT ACCOUNTS OFFICE SECTION

Total credit hours student has registered for _____

Amount transmitted to student account number _____

Authorized by _____ Date _____

FINANCIAL AID OFFICE SECTION: Date Received _____ Initials _____

RECORDS OFFICE Date Received _____ Initials _____