



# TEACHER TUITION DISCOUNT FORM

*Policies and Procedures for Processing Certificates Effective Fall 2009*

## ELIGIBILITY

All full-time professional/instructional personnel, active substitute teachers, and paraprofessionals currently employed by or on leave from public/private schools or colleges in Miami-Dade, Broward, Monroe, and Palm Beach Counties.

The Teacher Tuition Discount (TTD) is not available to students (a) who are eligible for any form of tuition remission (e.g. sponsored programs, special academic programs, grants, scholarships, employee tuition remission) or other tuition discounts from any other source and/or (b), enrolled in a Ph.D. program beginning Fall 2009.

## TTD BENEFITS AVAILABLE

Eligible personnel will receive a 50% discount up to a total of six credits per semester or session when enrolled in graduate courses taught in the School of Education (SOE). NOTE: students may enroll in more than six credits; the TTD will not apply to these additional credits. Students may enroll in non-SOE courses; the TTD will not apply to these courses.

## APPLICATION/PRE-REGISTRATION PROCEDURES

Prior to registration, the other side of this TTD form must be completed and signed by the student's principal, supervisor, or the School District's Office of Wage and Salary for active substitute teachers. A new form must be completed for each semester.

## REGISTRATION

1. A student must register online using MyUM.
2. The other side of this form should be completed, signed, and presented to the SOE Graduate Enrollment Management Office (MB 313-C) immediately after registering.
3. The TTD form must be approved by the SOE Graduate Enrollments Manager.
4. Once approved, the TTD is forwarded to the Office of Financial Assistance Services located at the Rhodes House, Building 37E.
5. Regardless when the TTD is posted, the student is responsible for paying his or her portion of the tuition prior to the University's financial deadline for the term.

## FOR INFORMATION

SOE Graduate Enrollments Manager,

Patricia C. Capps

UM Office of Financial Assistance Services

UM Office of Student Account Services

305-284-5663

305-284-5212

305-284-6430

pcapps@miami.edu

ofas@miami.edu

saccounts@miami.edu

School of Education

Merrick Building 312

P.O. Box 248065

Coral Gables, Florida 33124-2040

soe@miami.edu

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revised: 6/18/2014

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SEMESTER: \_\_\_\_\_

NAME: \_\_\_\_\_ ID #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Name of School: \_\_\_\_\_  Public  Private

Address: \_\_\_\_\_

Position: \_\_\_\_\_

I certify that I am: *(Check one)*  A Full-time Teacher  An Active Substitute Teacher  
 A Paraprofessional  Administrator

I certify that I am enrolled in the University of Miami School of Education.

Name of Program: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

I request the appropriate Teacher Tuition Discount for the following course(s):

_____	_____	_____
<i>Course</i>	<i>Section</i>	<i># of Credits</i>
_____	_____	_____
<i>Course</i>	<i>Section</i>	<i># of Credits</i>

I verify that all of the above information is accurate.

\_\_\_\_\_ *Signature* \_\_\_\_\_ *Date*

*I verify that the above-named student is currently employed full-time as indicated.*

\_\_\_\_\_ *Principal/Supervisor's Signature* \_\_\_\_\_ *Date*

\_\_\_\_\_ *Print Name* \_\_\_\_\_ *Telephone*

### SCHOOL OF EDUCATION USE ONLY

Date: \_\_\_\_\_ Semester: \_\_\_\_\_ Extension: \_\_\_\_\_

Activity Code: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Amount: \_\_\_\_\_ Printed Name: \_\_\_\_\_

*Please see the back of this form for eligibility, policies, and TTD processing*