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 305-284-5663 pcapps@miami.edu
UM Office of Financial Assistance Services 305-284-5212 ofas@miami.edu
UM Office of Student Account Services 305-284-6430 saccounts@miami.edu

School of Education
Merrick Building 312
P.O. Box 248065
Coral Gables, Florida 33124-2040
soe@miami.edu
Telephone: 305-284-3711
Fax: 305-284-3003

revised: 6/18/2014
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):

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<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th># of Credits</th>
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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.