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 (SEHD). NOTE: students may enroll in more than six credits; the TTD will not apply to these additional credits. Students may enroll in non-SEHD 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. Student must register online using their Canelink account.
2. Immediately after registering, complete the other side of this form, sign & obtain approval, then email to pcapps@miami.edu or present to Graduate Enrollment office located at 311B Max Orovitz Building @ 1507 Levante Avenue.
3. The TTD form must be approved by the SEHD Graduate Enrollment Manager. If approved, TTD form will be submitted for processing.
4. 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            305-284-6000 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: 9/25/2019
TEACHER TUITION DISCOUNT FORM

Policies and Procedures for Processing Certificates Effective Fall 2009

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

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):

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th># of Credits</th>
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I verify that I am enrolled full-time as indicated.

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.