



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 (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

UM Office of Financial Assistance Services

UM Office of Student Account Services

305-284-5663

305-284-6000

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

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
 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