



FINANCIAL AID OFFICE
 600 Forbes Avenue
 Pittsburgh, PA 15282-0299
 Phone: 412-396-6607
 Fax: 412-396-5284
www.financialaid.duq.edu

CATHOLIC SCHOOL LAY TEACHER & LAY HIGH SCHOOL ADMINISTRATOR DISCOUNT FORM

Academic Year 2011 – 2012 and Summer 2012

STUDENT NAME: _____ STUDENT ID _____
 (Or Last 4 of SS#)

1. School:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Arts | <input type="checkbox"/> Education | <input type="checkbox"/> Nat/Env Sciences | <input type="checkbox"/> School of Leadership & Professional Advancement |
| <input type="checkbox"/> Business | <input type="checkbox"/> Health Sciences | <input type="checkbox"/> Nursing | List Program _____ |
| <input type="checkbox"/> CE BSPS | <input type="checkbox"/> Law | <input type="checkbox"/> Pre-Pharmacy | <input type="checkbox"/> Other |
| <input type="checkbox"/> CE Non-Degree | <input type="checkbox"/> Music | <input type="checkbox"/> Pharm. D | List Program: _____ |

2. Class Level

- Undergraduate Graduate Other _____

3. Degree being sought:

- Bachelor Master Certification Other _____

4. Number of credits planned:

Fall 2011 _____ Spring 2012 _____ Summer 2012 _____

5. How many degrees, or part thereof, excluding current degree track, have you earned utilizing Tuition Remission?

6. School is located in the Roman Catholic Diocese of:

- Pittsburgh Greensburg Altoona-Johnstown other _____
 (Include city and state)

7. Verification of your employment in a full-time teaching or administrative capacity must be submitted by your principal on school letterhead. The letter of verification must be attached to this form when submitted to the Financial Aid Office in order for the discount to be processed.

If your school is not located in the Pittsburgh, Greensburg, or Altoona-Johnstown Roman Catholic Diocese, this verification must also include the number of years completed in a full-time teaching capacity. Lay High School administrators from schools not located in the Dioceses of Pittsburgh, Greensburg, and Altoona-Johnstown are not eligible for this discount.

8. _____
Student Signature **Date**

Please read information on next page

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Academic Year 2011-2012 & Summer 2012

GENERAL INFORMATION

Eligibility Requirements:

Pittsburgh, Greensburg or Altoona-Johnstown Diocese Employees:

Applicant must currently be a full-time Elementary Teaching Employee, a High School Teaching Employee, a High School Administrator and/or an Acting Principal required to obtain Administrative I Certification, in a Catholic School.

Employee of any other diocese:

Applicant must be a full-time Teaching Employee of a Catholic School and must have completed a minimum of two years of full-time teaching in a Catholic School before being eligible for discount. Lay High School Administrators or Acting Principals from schools not located in the Dioceses of Pittsburgh, Greensburg, and Altoona-Johnstown are not eligible for this discount.

Extent of Coverage:

Discount is one-half basic tuition rate or rate of school of enrollment, whichever is LOWER.

Restrictions:

Discount is NOT extended for Law School, Doctoral Degree Programs, Master of Liberal Studies, MLLS or any other designated special program with differential rates.

Only one Duquesne University degree, or part thereof, may be earned under this reduced tuition policy.

No other discount or form of tuition remission may be used simultaneously with this discount.

Certification:

Signature of Applicant attests to understanding of eligibility requirements, extent of coverage and restrictions to this program.

Employment Verification:

The following must be submitted as verification of eligibility on school letterhead by the superior of person whose employment is being certified:

1. You are employed in a full-time teaching capacity, Lay High School Administrator or Acting Principal in the Dioceses of Pittsburgh, Greensburg, or Altoona-Johnstown;
2. You will continue to be employed in this capacity during the terms you will enroll; and
3. The number of years you have completed in a full-time teaching capacity, when appropriate.