



## VERIFICATION OF TUITION DISCOUNT FORM

Various tuition discounts are offered to matriculated master’s-level students. Only **one** discount may be applied to a student’s tuition at a time. A verification letter on official company letterhead, signed by your supervisor and which specifies the position held and whether you are working full- or part-time must be received by The Student Accounts Office at the beginning of **each** academic year (this requirement excludes individuals applying for the alumni discount). Veterans must supply a DD-214. Please note: Students who are dependents of Veterans or City of Philadelphia employees must also complete the Spouse and Dependent verification form and supply the required documents outlined on this form.

APPLICATION DUE DATES: APPLICATIONS ARE DUE BY THE FIRST DAY OF EACH SEMESTER FOR FALL/SPRING/SUMMER

Please see the [graduate academic calendar](#) for semester start dates.

**Forms submitted after the first day of each semester will not be accepted**

Student’s Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

### I AM ELIGIBLE FOR THE FOLLOWING MASTER’S LEVEL TUITION DISCOUNT:

Term: Fall/Spring/Summer (circle one)

- \_\_\_ 10 % Full-Time Teacher
- \_\_\_ 10 % Full-Time Early Childhood Educator
- \_\_\_ 10 % CHC Alumni Discount (alums of SGS, SUS, and SCPS)
- \_\_\_ 20 % Full-Time Church Affiliated Ministry
- \_\_\_ 25% Veterans Discount
- \_\_\_ 25% Returning to Learning Partnership (and PHA partnership)
- \_\_\_ 50 % SSJ Institutional Employee (Norwood and Mt. St. Joseph Academy only)
- \_\_\_ Other: Please specify \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate School Representative Signature

\_\_\_\_\_  
Date

**Return to:** Graduate School, St. Joseph Hall, 3rd Floor, Room 378 or Scan and E-Mail to [gradschool@chc.edu](mailto:gradschool@chc.edu)  
**Please do not return the form until all required signatures (with the exception of the signature of the Dean) are obtained. Any incomplete forms will be returned to the student. A Graduate representative will get the completed form to the Dean for review and signature.**

**CC: Student Accounts, Student, Student File**