

TUITION CERTIFICATE PRESENTED BY HOFSTRA UNIVERSITY PLACEMENT

PROGRAMS IN APPRECIATION OF YOUR COOPERATION

Certificate Value: **1 CREDIT**

Expiration Date: _____ (18 months from date of issuance)

This tuition certificate is issued to the (name of school district/institution) _____

School District/Institution in recognition of (name of cooperating teacher/supervisor) _____

Hofstra Student Supervised: _____ Semester: _____

Authorizing Dean/Chair: (Print Name) _____ (Signature) _____

This tuition certificate is issued in recognition of services rendered by the school district/institution through Hofstra University's placement programs and may be used as partial waiver of tuition costs (valued per credit at the lowest current graduate tuition rate) for any graduate course from the University's general offerings subject to the regulations and exclusions noted below.

- If you are not currently matriculated in a graduate program at Hofstra University, you must be admitted by the Office of Graduate Admissions.
- This certificate **may not** be used for independent studies, student teaching, School of Law, School of Medicine, online MBA, executive MBA, individually supervised thesis or dissertation courses, or January Session courses. The University reserves the right to exclude this certificate from use in relation to any specific course in its sole discretion.
- This certificate must be presented no later than the initial payment deadline for the semester in which you intend to redeem the certificate. If registration occurs after the initial payment deadline of a semester, this certificate must be submitted at the time of registration, except that if registration occurs *online* after the initial payment deadline of a semester, this original certificate must be received by the end of the next business day by the Office of the Bursar/Student Accounts located in 206 Memorial Hall.
- This certificate is transferable when the endorsement procedures below have been completed. Hofstra University reserves the right to deny certificate redemption where it is unable to confirm that appropriate transfer procedures have been followed. This certificate is only transferable one time.
- Employees of Hofstra University are not eligible to use this certificate.
- This certificate must be signed by the registrant.
- This certificate may not be replaced or extended.
- No credits or refunds of the certificate value will be given under any circumstances, including where the certificate is unused, used for fewer credits than the total certificate value, or where the holder withdraws from the course to which the certificate is applied.
- Redemption of this certificate may affect the registrant's financial aid package and may reduce his or her award.
- This certificate may not be used to pay a past due balance.

Transfer Option:

The School District/Institution authorizes transfer of this tuition certificate to (Name) _____

Signature of Cooperating Teacher: _____

Approval by School District/Institution for transfer (Print Name) _____

(Signature) _____

*By signing below, I acknowledge that I have read and agree to the above regulations governing this certificate.

Registrant's signature: _____ Registrant's ID: _____

For Office of the Bursar/Student Accounts use only: _____
Date Received Amount

Applied to CRN _____ Semester _____ Registrant's Acknowledgement (initial) _____