

## *Tuition Certificate Rules and Regulations*

### I. Requesting

- a. Each semester, Departments/Programs must request the appropriate number of tuition certificates (also referred to as vouchers) from Student Accounts using the most recent request form.
- b. The most recent request form can be found online at [http://www.hofstra.edu/About/Administration/Provost/prov\\_documents\\_forms.html](http://www.hofstra.edu/About/Administration/Provost/prov_documents_forms.html).
- c. Only individuals listed on the Approved Signature List (see attached) can request certificates.
- d. The number requested must match the number of cooperating teachers/supervisors eligible to receive the certificate in the given semester.
- e. Although departments may request certificates at any time during the semester (in order to alleviate end of semester processing delays), the actual issuance of certificates cannot be made until after the student has completed the course.
- f. Any certificates that are not issued (because a student has not completed the course, etc.) must be voided and returned to Student Accounts for processing.
- g. Student Accounts will enter the appropriate expiration date on each certificate and thus departments should not request certificates beyond the eligible number.
- h. Certificates are available in increments of 1, 1.5, and 3 credits to be issued as previously approved by the Dean and Provost's Office. A list of the approved denominations will be made available to Student Accounts.
- i. Please note that Tuition Certificates cannot be replaced or extended by any office.

### II. Issuance

- a. Each program/department must maintain records of all information regarding the supervision and information on the cooperating teachers'/supervisors' credentials.
- b. Certificates with expiration dates (entered by Student Accounts) will be distributed to the departments towards the end of the semester.
- c. Departments must complete the top portion of the certificate, including the name of the school district/institution, name of cooperating teacher/supervisor, name of the Hofstra University student who was supervised and the semester in which the student was supervised. In addition, the name of the person authorizing the certificate (see attached list of authorized individuals) must be both printed and signed.
- d. For those programs where prior approval from the Dean and Provost's Office has been obtained to issue Tuition Certificates to the school district/institution for professional development purposes, instead of listing the names of the cooperating teacher/supervisor and the student supervised, the phrase "for professional development" should be included on the form.
- e. For some programs there is a contract between Hofstra and the participating outside facility which includes specific guidelines for issuing tuition certificates. In these cases, the Program Director and/or respective Dean's office will monitor to ensure that tuition certificates are issued in accordance with contract.
- f. Although individual programs may request certificates, the department chair and/or Dean must authorize certificate issuance.
- g. The issuing department must mail the certificates to the school district/institution.
- h. Correspondence with the cooperating teachers/supervisors must remind them that if they plan to transfer the certificate, all information required under the *Transfer Option* portion, including the appropriate authorization, must be completed. If

## ***Tuition Certificate Rules and Regulations***

the certificate *Transfer Option* is not completed, the certificate will not be honored.

- i. Reminder: unused certificates must be voided and returned to Student Accounts for processing.

### III. Policies & Procedures

- a. Tuition certificates are available in increments of 1, 1.5, and 3 credits to be issued as previously approved by the Dean and Provost's Office. A list of the approved denominations will be made available to Student Accounts.
- b. Individuals who have not previously attended Hofstra University and who wish to use the certificates must first be admitted by the Office of Graduate Admissions.
- c. Tuition certificates (valued per credit at the lowest current graduate tuition rate) 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. Tuition certificates 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.
- d. Cooperating teachers/supervisors must be reminded that if they plan to transfer the certificate, all information under the *Transfer Option* portion *is required*, including the appropriate authorization. If the certificate *Transfer Option* portion *is not completed*, the certificate will not be honored. 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.
- e. Employees of Hofstra University are not eligible to use this certificate.
- f. The certificate must be signed by the registrant.
- g. Tuition certificates may not be replaced or extended.
- h. 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.
- i. Redemption of this certificate may affect the registrant's financial aid package and may reduce his or her award.
- j. Certificates may not be used to pay a past due balance.