

**ADELPHI UNIVERSITY
SCHOOL OF SOCIAL WORK**

Tuition Remission Policy – Application Instructions

1. Agencies whose professionals provide field instruction sufficient to enable a student to satisfy credit-bearing course requirements shall be awarded tuition remission credits on the following schedule:
 - a. One-half (.75) credits per semester supervision of a BSW junior student.
 - b. One (1.0) credits per semester supervision of a BSW senior student or MSW student.
2. Tuition remission is granted to an agency and may be assigned to an employee of the organization (but not members of their families) only with the written approval of both the organization's director (or designee) and the School of Social Work.*
3. Students may use tuition remission to a maximum of 50% of the total credits taken during any given semester. An application form must be submitted before the end of the semester for which remission is being requested. Remission is accepted on a first come/first served basis. When the School's annual budget is exhausted, we will refrain from accepting and/or processing agency tuition remission.
4. Individuals are limited to a maximum of 6 credits of tuition remission in any one semester. A separate application is required for each semester.
5. Tuition remission credits expire two years from the date they are earned.
6. Tuition remission is rendered in the form of an approved Application for Tuition Remission that is valid only when signed by a designated official of the agency and the School of Social Work. **Contact: Pat Durecko, Budget Coordinator, School of Social Work: 516-877-4383** to request an application.
7. Only the original approved Application for Tuition Remission shall be accepted by the University for satisfaction of tuition charges.
8. Tuition remission applies to tuition only; recipients of approved tuition remission remain responsible for all other fees associated with course registration.
9. Tuition remission credits do not apply to persons who are employed full-time by Adelphi.
10. Tuition remission credits may be used for the following:
 - a. Any credit bearing course offered by the University providing the student meets the admission requirements for the course, with the exception of doctoral candidates who may use them towards their advisement fee.
 - b. School of Social Work Continuing Education Certification Programs to satisfy up to 30% of the program.
11. There is a processing fee of \$25. A check or money order must accompany the application form. Cash is not accepted. Return completed application with \$25 check payable to Adelphi University to: *Pat Durecko, Adelphi University, School of Social Work-Room 205, One South Avenue, Garden City, New York 11530.*

** The School of Social Work does NOT permit the buying and selling of tuition remission credits. By signing the application, students and agency directors acknowledge that they are adhering to this policy.

***Applications should be submitted by the "Classes Begin Date" to avoid possible changes in financial packages.