

- 1 - The reduced rate of 50% of the student's out-of-pocket responsibility may be granted to Continuing Education students who take undergraduate Theology courses if they are employed part-time or full-time by the Church or if they do volunteer service for the Church.
- 2 - The reduced rate applies only to courses carrying a Theology (TY) designation in the schedule or catalog.
- 3 - Applicants must complete a Continuing Education application for admission to Aquinas College if they are not currently Aquinas students.
- 4 - The church employee is encouraged to enroll in the course(s) at least one month in advance of the session, semester, or quadmester.
- 5 - No later than three weeks prior to the start of the session, semester, or quadmester, the Advising Center shall inform in writing the Student Accounts Office of Aquinas College the name of the church employee/volunteer and the name and number of the course(s) against which the tuition reduction is to be applied.
- 6 - The Advising Center shall instruct the church employees that, upon registration, they will receive a bill showing 100% of the tuition charge. Upon processing of the reduced tuition rate request (#5 above), the College will send the student a bill showing the tuition adjustment to his/her account. Payment of the remainder shall then be expected within the normal payment period.
- 7 - A letter of recommendation written on church letterhead from the pastor or supervisor must be sent to Aquinas College, attention of Registrar Office. The letter should certify that the applicant is employed (or volunteers) full-time or part-time by the church. In addition, it should indicate the applicant's abilities, financial need, assurance of serious interest in Theology, as well as a commitment to ministry. **This letter is kept on file, so it is not necessary to have one sent each semester.**
- 8 - The Registrar Office must be notified if the employee needs to drop a class for which he/she was enrolled.

The Applicant: AQ Student I.D. number	Date	
Last Name:	First	
Middle:		
Home Address:	City	
State:	Zip	
Telephone: Residence	Business	
Employer		
Position	Part-time	Full-time
Course(s) Registered for: (Must carry Theology TY designation)		Beginning Date
		Beginning Date
		Beginning Date

Applicant should submit this form directly to:
 Registrar Office
 Aquinas College
 1607 Robinson Rd SE
 Grand Rapids MI 49506

(This application must be received by the second week of of the quad or semester in which the student is enrolled. Applications received after that date cannot be considered for remission.)