

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

**Catholic Charities  
AND  
MARIA COLLEGE**

**I. General Statement of Purpose**

This document establishes a formal Memorandum of Understanding between Catholic Charities of the Diocese of Albany, and all of its agencies contained within, and Maria College, whereby Maria College will charge a discounted tuition rate to Catholic Charities Qualified Individuals (as identified below) who meet Maria College entrance requirements for certain programs as described below.

**II. Requirements and Terms**

A. For purposes of this agreement, Catholic Charities Qualified Individuals will mean Catholic Charities employees, and/or spouses, and immediate family member of said employee, will meet all entrance requirements for the Maria College program under consideration. Catholic Charities will provide Maria College with satisfactory evidence of employee eligibility by completing a Maria College provided form.

B. This Agreement only applies to the following baccalaureate programs currently being offered by Maria College

1. BS Psychology
2. Bachelors in Liberal Arts
3. Healthcare Management
4. Health and Occupational Sciences
5. RN-BS Nursing Completion Program (Hybrid only)

This Agreement applies to the following certificate program for Catholic Charities employees only

6. Practical Nurse Certificate Program (LPN)

New programs must be specifically added in writing to become incorporated into this agreement.

C. Catholic Charities Qualified Individuals will provide all necessary application materials to Maria for consideration for program admission. Admission decisions are the sole responsibility of Maria College.

D. Maria College will offer all required courses in the above referenced programs in a schedule manner that provides for timely completion of the program by enrollees, consistent with the other scheduling processes in effect.

- E. Maria College will charge a tuition rate that is discounted by **40%** to Catholic Charities Qualified Individuals. Responsibility of the tuition payment, fees, textbook, and other related costs of education as well as related financial aid will be the sole responsibility of said employee, working with the appropriate staff at Maria College.
- F. The Maria College discount will be the first form of financial aid applied. That means that additional financial aid sources such as employer provided tuition benefits, federal and state financial aid, and outside scholarships can also reduce the amount owed by the student. However, no other Maria College provided discounts shall be applied.
- G. In order to comply with federal financial aid regulations, Catholic Charities Qualified Individuals will complete the Free Application for Federal Student Aid (FAFSA) and their financial aid eligibility may be impacted by this agreement.

### **III. Contacts**

- A. The Admissions contact person for Maria College will be  
Katie Cooney Lesko, AVP for Enrollment and Director of Admissions  
Phone: (518) 861-2519 Cell: 518-588-5693  
Email: [klesko@MariaCollege.edu](mailto:klesko@MariaCollege.edu)
- B. The contact person for Catholic Charities will be:  
Carmel Foltan, SHRM-CP Director of Human Resources  
Phone: 518-453-6650  
Email: [Carmel.Foltan@ccrcda.org](mailto:Carmel.Foltan@ccrcda.org)

### **IV. Review and Renewal**

- A. This agreement will be evaluated by the signatories of this agreement of their designees on an annual basis with the second-year evaluation completed at least two months prior to agreement end date. The anticipated duration of this agreement is two academic years from the date of approval by both Catholic Charities and Maria College. The first academic year begins Fall 23, however, we encourage Catholic Charities to begin in Spring 23  
Year 1: Fall 23-Summer 24  
Year 2 Fall 24-Summer 25

This agreement may be revised, amended or renewed upon written agreement of both parties.

B. Should either party desire to terminate this agreement, notification will be given to the other party, in writing, not less than 60 days prior to the beginning of an academic semester at the addresses listed below.

C. In the event, Maria College terminates this agreement, we would honor the discount for any currently enrolled Catholic Charities employee and/or spouses/immediate family members of said employee receiving the benefit.

D. Notice:

To Catholic Charities: 40 North Main, Albany NY 12203

To Maria College: 700 New Scotland Ave Albany, NY 12208

E. Approvals:

Agreement is made this date between Maria College and Catholic Charities

\_\_\_\_\_  
Name:

Position:

Location: Catholic Charities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

Position:

Location: Maria College

\_\_\_\_\_  
Date