

Maria College – Catholic Charities of the Diocese of Albany
Student Tuition Reduction Verification Form

Since Catholic Charities of the Diocese of Albany (CC), like Maria College, plays such an important role in providing service to the community, Maria College has agreed to discount its tuition 40% for Catholic Charities Qualified Individuals for specific programs outlined in the MOU.

This is not a registration form. To enroll and register for courses, you must contact the Admission and Registrar Offices. I declare, acknowledge and agree that:

- 1) I am an employee in good standing at CC and I, my spouse, immediate family member is enrolled in the _____ program at Maria College.
- 2) I am personally responsible for the payment of the tuition for any course(s) whether or not CC provides me financial reimbursement for the cost of such course(s).
- 3) I am responsible for the payment of such courses even if I withdraw from or otherwise fail to complete such courses and the amounts due to Maria College will be determined in accordance with the College add/drop period and refund policy.
- 4) I am responsible for any costs incurred by Maria College in the event the tuition charges for which I am personally responsible are sent to a collection agency for payment and collection activity.

I understand that **this form must be completed each semester that I attend Maria College.** Tuition will be billed to my student account at the full rate each semester and will not be adjusted until this form is fully completed and returned to the Student Financial Services Office at Maria College. I understand that charges will remain on my account until the end of the semester at which time they are immediately due and payable. Failure to pay my account in full at the end of the semester will impact my ability to register for classes the following semester.

Semester/Term	Date		
Employee Name (Please Print)	Employee		
Signature			
Street Address	City	State	Zip Code
Telephone Number	Email Address		

For Human Resources Department or Employee's Unit Manager:

The above named employee is an employee in good standing at CC

Signature	Date
Title	

Please return the completed form to the Student Financial Services Office by email at: SFS@mariacollege.edu. For questions regarding registering, please contact registrar@mariacollege.edu