POLICIES AND GUIDELINES FOR
TUITION REMISSION
AT
NOTRE DAME SEMINARY

Updated 9/28/16
I. Introduction

Notre Dame Seminary (NDS) participates in the Handing on the Faith Program (HOF), which is offered by the Catholic Foundation of the Archdiocese of New Orleans. The following is a series of guidelines set forth by the Catholic Foundation for participation by students in this tuition remission program and for the fulfillment of the “Theology Scholarship Agreement” required of all participants.

II. Eligibility for Participation in the Handing on the Faith Program

These eligibility rules include all lay applicants for HOF funding.

A. Student Eligibility for Tuition Remission

1) To be eligible for tuition remission, a student must be on a degree track for the M.A. in Theological Studies, the Masters in Pastoral Leadership or certification as a lay ecclesial minister in the Institute for Lay Ecclesial Ministry program.

2) Tuition remission is normally restricted to employees of the Archdiocese of New Orleans. Also, those who fulfill essential leadership roles as part-time employees or on a volunteer basis with the intention of serving as a Lay Ecclesial Minister in the Archdiocese are also eligible.

3) All HOF participants must be nominated by their pastor or ministry supervisor.

4) The student must complete the one-time “Theology Scholarship Agreement” which requires either: a) a commitment to full-time employment in a Catholic parish, school, office or approved ministry of or located in the Archdiocese of New Orleans for three years or in a role of essential ministry leadership on a part-time or volunteer basis as a Lay Ecclesial Minister for three years; b) repayment of all tuition remission received through HOF if the commitment is not fulfilled; or c) some combination of (a) and (b) see “E. Fulfillment Criteria for the Theology Scholarship Agreement” below.

The student must also complete the “Application for Scholarship,” which must be submitted every semester (i.e. Fall, Spring and Summer). All forms must be submitted to the M.A. Department by the appropriate deadline (i.e. 1st Monday of April for Summer, 2nd Monday of July for Fall, and 1st Monday of December for Spring, unless these dates are seminary holidays. In the latter case, students will be notified and the date will usually be postponed one week.).

Students who meet the above requirements must attach a Written Explanation of their Financial Need to the Theology Scholarship Agreement. A new written explanation of financial need must be submitted every two years.

Applications will be reviewed by Dr. Chris Baglow, who will make recommendations for approval or non-approval for each student based on financial need and general eligibility. Finally, the Catholic Foundation will make the final decision regarding funding. Preference is given to students who have made significant progress toward degree completion and who have demonstrated strong academic success in the Theology Program.
B. Courses Eligible for Tuition Remission
The following courses are eligible for HOF tuition remission:
- All theology courses required for degree completion, with the exception of thesis hours.
- Undergraduate courses in philosophy or theology for those seeking admission to the graduate program.
- Pre-requisite courses.
- Courses required for ILEM.

C. Courses NOT Eligible for Tuition Remission
The following courses are NOT eligible for HOF tuition remission:
- Thesis hours and/or comprehensive exam hours

D. Funding per Student
- All HOF recipients are entitled to tuition remission amounting to up to 50% of 8 credit hours per semester.
- The amount of remission is calculated based on the number of credit hours taken.
  - For example, if tuition is $200 per credit hour, a HOF participant who takes 4 credit hours in a semester will be granted $400 for that semester, which will be paid directly to Notre Dame Seminary. The student and/or sponsoring institution then remains responsible for the additional $400 plus any applicable fees.

E. Fulfillment Criteria for the Theology Scholarship Agreement (please read carefully):
The express purpose of the HOF Program is to educate committed catechists and lay ministers for the sake of retaining excellent leaders in archdiocesan schools, parishes and institutions. Therefore, the Theology Scholarship Agreement is a COMMITMENT by a HOF recipient to the Archdiocese, not simply his or her nominating institution. HOF participants that change ministry roles or employers during their studies remain eligible as long as they remain in comparable ministry in the Archdiocese of New Orleans.

HOF recipients commit either to a) serve 3 years of ministry in employment in the Archdiocese or in a role of essential ministry leadership on a part-time or volunteer basis after program completion, or b) repay all or some amount of the funding they received for their degree program so that it can be used to support others.

The following criteria apply to all HOF participants:

Criterion #1: Any HOF participant who leaves employment in the Archdiocese or fails to fulfill his/her service to the Archdiocese as a Lay Ecclesial Minister must pay back some percentage of the total amount of HOF funding received. The tables below specify the percentage which must be repaid based on years of service:
Students with a Three Year Commitment

<table>
<thead>
<tr>
<th>No. of yrs. served post-degree completion</th>
<th>Repayment required</th>
<th>Term of repayment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>100%</td>
<td>36 months</td>
</tr>
<tr>
<td>1</td>
<td>67%</td>
<td>36 months</td>
</tr>
<tr>
<td>2</td>
<td>33%</td>
<td>24 months</td>
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</tbody>
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**Criterion #2**: HOF participants may defer (i.e. postpone or interrupt) years of service for the following reasons:
- Pregnancy and/or child-rearing;
- Temporary disability/sickness (i.e. inability to work);
- The completion of an advanced degree to be used in full-time service of the Archdiocese as envisioned by the Theology Scholarship Agreement;
- Military service;
- Entrance into seminary formation in an approved Catholic seminary;
- Entrance into religious formation.

In such circumstances, a letter of explanation is required. The deferment may last for as long as necessary according to the judgment of the individual. However, with the exception of those seeking advanced degrees outside the Archdiocese, HOF participants must remain unemployed during the period of deferment, or begin repayment according to Criterion #1.

**Criterion #3**: HOF participants are forgiven repayment for the following reasons:
- Ordination to the Catholic priesthood or the diaconate;
- Solemn vows in a religious community;
- Permanent disability for themselves, their dependents or their spouse;
- Death.

**III. Funds Disbursed to Eligible Students**

**A. Funding is limited.**
Unfortunately, since funding is limited, funding is never guaranteed. The decision on which students receive funds and which students do not is based on previously stated criteria in Section II: Eligibility for Participation in the Handing on the Faith Program. Students are notified by email of their funding status as quickly as possible after the Handing on the Faith application deadline.

**B. Withdrawal from class paid for with HOF funds**
If a student finds it necessary to withdraw from a class for which he/she has received HOF funds, it is MANDATORY that he/she complete a Withdrawal Form and submit it to the Registrar PRIOR to the first day of class.

If a student drops a class that has been paid for with HOF funds AFTER the first day of class, he/she will not be eligible for Handing on the Faith Funds for the next semester of enrollment. After the student has enrolled and fulfilled their tuition responsibility for at least one course in the next semester of enrollment, the student may apply again for HOF funds for future semesters.
Scholarship Agreement
Handing on the Faith Program

COMPLETE ONE TIME ONLY WHEN ENTERING HOF PROGRAM

Submit to:
Heidi Radabaugh
Handing on the Faith Program
2901 S. Carrollton Avenue
New Orleans, LA 70118

PERSONAL INFORMATION

____________________________________ ______  _____________________________
(Last Name)       (M.I.)    (First Name)

Address________________________________________________________________________________
(Street)    (City)  (State)  (Zip)

Phone_______________________      ________________________    ____________________________
(Home)              (Work)    (Cell)

I hereby affirm that I am taking courses in theology with financial assistance from the Handing on the Faith Program of the Archdiocese of New Orleans, and am doing so with the intention of completing a degree in theology.

In return for accepting this tuition assistance in my pursuit of a degree, I hereby agree to give to the Archdiocese of New Orleans, upon the completion of my studies, a minimum of 3 (three) years of full-time service in an Archdiocesan school, parish, office, or other recognized Catholic institution. I also agree that, should it be impossible for me to give any or only a portion of these years of service, I will reimburse the Archdiocese of New Orleans for the tuition assistance accepted, or some portion thereof, according to the fulfillment criteria listed in the Handing on the Faith Program Policies and Guidelines for Tuition Remission.

I understand that this is a Good Faith Agreement and is in no way legally binding in on either the Archdiocese or the undersigned. **I understand that this agreement must be signed by my pastor, principal or supervisor.**

__________________________________  _____________________
(Signature of Applicant)    (Date)

Signature of Pastor, Principal or Supervisor:

__________________________________  _____________________
(Title and Name)     (Date)

Signature of Handing on the Faith Representative:

__________________________________  _____________________
(Title and Name)     (Date)

Attach a detailed explanation of your financial need.
Application for Tuition Remission
Handing on the Faith Program Application

THIS FORM NEEDS TO BE FULLY COMPLETED EVERY SEMESTER

Submit to:
Heidi Radabaugh
Handing on the Faith Program
2901 S. Carrollton Avenue
New Orleans, LA 70118

HOF Application Due Dates*:
Summer: 1st Monday of April
Fall: 2nd Monday of July
Spring: 1st Monday of December

*May be changed if above dates are seminary holidays

Application for:
Summer _______ (Year)
Fall _______ (Year)
Spring _______ (Year)

PERSONAL INFORMATION

_________________________ ____ ____________________________
(Last Name)  (M.I.)  (First Name)

Address____________________________________________________________________________
(Street)    (City)  (State)  (Zip)

Phone_______________________    ________________________    ________________________
(Home)   (Work)    (Cell)

Email________________________  DOB:______________________

US Citizen: (Please check) _____ Yes    _____ No

EDUCATION

High School ________________________________________ Graduation Date________________

Undergraduate College/University _____________________________________________

Degree_____________________________________________ Graduation Date________________

Graduate College/University _____________________________________________

Degree______________________________________________ Graduation Date________________

Reason for Financial Assistance: Attach a detailed explanation of your financial need (not applicable if you
have submitted such a statement in the past two years as part of a previous application).
<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Course Name</th>
<th>No. of Credit Hours</th>
<th>Cost per Course</th>
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Total Credits earned in degree program to date (If applicable) _________

Current Full-Time Position/Essential Volunteer in Catholic Institution/ Parish/ School (circle one):
_____________________________________________________________________________________________

(Name of Institution)

Institution Address
_________________________ ________________________       ____________________________________
(Street)    (City)   (State)  (Zip)

_________________________ ________________________
(Phone)    (Fax)     (Email Address)

I certify that ____________________________ is an employee or essential volunteer in this institution.
(Student’s Name)

__________ This institution is willing to contribute financially to student’s tuition costs in the following amount or percentage:

__________ The student is responsible for all costs for tuition and books.

Signature of Pastor, Principal or Supervisor:

_________________________________________________  _____________________
(Title and Name)      (Date)

Printed Name of Pastor, Principal or Supervisor:

__________________________________________________  _____________________
(Title and Name)      (Date)

Signature of Applicant:
- By signing, I hereby certify that all information on this form is true and complete as of the date of signing;
- By signing, I hereby certify that I have signed the Theology Scholarship Agreement;
- By signing, I also certify that I have reviewed The Handing On the Faith Program: Policies and Guidelines for Tuition Remission at Notre Dame Seminary and agree to abide by all the policies and guidelines listed therein regarding the following: student eligibility/ineligibility, course eligibility/ineligibility, maximum funding levels, and fulfillment criteria for the Theology Scholarship Agreement.
- By signing, I understand that if I receive HOF funds and withdraw after the first day of classes, I will have to pay for the next class I take at NDS. After doing this, I will be able to reapply for HOF.

__________________________________ _____________________
(Signature of Applicant)   (Date)

PLEASE RETURN THIS FORM TO HEIDI RADABAUGH IN THE M.A. PROGRAM DEPARTMENT IN ONE OF THE FOLLOWING WAYS:

1) MAILING IT TO THE ADDRESS BELOW (ATTN: HEIDI RADABAUGH)
2) DROPPING IT OFF IN PERSON OR IN HEIDI RADABAUGH’S MAILBOX
3) FAXING IT TO (504) 866-6260 (ATTN: HEIDI RADABAUGH)