

## Instructions for Use of Tuition Free Credits

Please view the NYU Academic Calendar for registration dates, first day of classes, etc, at <http://www.nyu.edu/registrar/calendars/academic-calendar.html>

<u>School</u>	<u>Admissions Office Telephone Number</u>
Steinhardt School of Culture, Education, and Human Development	(212) 998-5030
School of Continuing and Professional Studies	(212) 998-7100

Once you are cleared for registration you can register for your course via ALBERT at <https://www.albert.nyu.edu/>

After you have been admitted and have registered, complete and return the attached Tuition Waiver Award Form to Brian McHugh at least three weeks prior to the term in which you plan to take a course. You must have fulfilled admission requirements and registered prior to submitting the Tuition Waiver Award Form.

***Please be advised that the award program covers tuition and registration fees only.*** It does not cover the health service fee, late tuition fee or any other fee you may incur. You are responsible for paying these fees.

## Instructions for Use of Tuition Free Credits at the Steinhardt School

**For first time awardees planning to take Steinhardt courses.** Before you mail back or submit the completed Tuition Waiver Award Form, you must be admitted to the Steinhardt School. Your award cannot be credited to your account unless you have first been admitted.

Visit the Steinhardt Office of Graduate Admissions (82 Washington Square East, 3rd Floor) with a copy of your undergraduate transcript (be sure that it indicates your degree conferral). If you graduated with a master's degree from Steinhardt after 1990, as an alternative, you can present a copy of your graduate Steinhardt transcript being sure that it indicates degree conferral. Complete an application for Non-Matriculated / Special Student status. The application fee will be waived for Education Affiliates.

You may view the online **Schedule of Classes** at [www.nyu.edu/registrar/listings/](http://www.nyu.edu/registrar/listings/) and course descriptions for Steinhardt courses in the online bulletin here [http://steinhardt.nyu.edu/graduate\\_admissions/bulletin](http://steinhardt.nyu.edu/graduate_admissions/bulletin)

Upon completion of application process, proceed to Steinhardt Student Affairs (82 Washington Square East, 2<sup>nd</sup> floor) and ask to meet with a Special Student Advisor for registration clearance.

After you have been cleared to register, you may do so by activating your NYU account. Please see details here <http://steinhardt.nyu.edu/advisement/special>

Upon successful registration, complete and return the attached Tuition Waiver Award Form to the Education Affiliates Administrator outlined on the form.

If you take classes in consecutive semesters you will not be asked to go through the admissions process again; a Special Student Advisor in Steinhardt Student Affairs can activate you each semester by calling (212) 998-5065. However, if two or more semesters (including summer) pass with no active registration, you must submit a new non-matriculated student application and you may be asked to submit another copy of your transcript.

## Instructions for Use of Tuition Free Credits at the School of Continuing and Professional Studies (SCPS)

For School of Continuing and Professional Studies non-credit courses please see [www.scps.nyu.edu/index/continuingEducation.htm](http://www.scps.nyu.edu/index/continuingEducation.htm)

If you wish to register for courses at SCPS, you must first complete the attached Tuition Waiver Award Form and mail or bring it in person to the Education Affiliates Administrator listed on the form for their signature.

You will receive a signed copy of your Tuition Waiver Award Form authorizing you to register for a course in SPCS. Please be advised that you will not be able to register at SCPS without this signature. Contact the SCPS Admissions Office at (212) 998-7100 for procedures on how to apply and register.

## Conditions for Use of Tuition Free Credits

- Each student supervised in a fieldwork course earns the facility three tuition free credits in the Steinhardt School or one course not to exceed \$600 in value at the School of Continuing and Professional Studies (SCPS).
- The **maximum** number of free tuition credits a site may earn in one term is **6 credits**.
- Tuition credit points **belong to the facility** and are to be distributed at the discretion of each site supervisor.
- Credits may not be shared or split among students.
- Only **occupational therapists** are eligible for remuneration credit points.
- Tuition Free courses must be taken within one calendar year from the end of the term during which you supervised our student(s).
- If you plan to take a course at NYU Steinhardt or SCPS, **you must be admitted to that school** before this award can be credited to your account. If you have already been admitted to that school, you may proceed with the registration process.
- You must register three weeks prior to the beginning of your class. If you register late, you risk being dropped from your class or being charged with penalty fees if you do not.
- This award may not be used with any other form of financial aid or tuition remission from the Steinhardt School.
- Tuition credits will be forfeited if you withdraw from a course as of the second week in the Fall or Spring or the second day of the Summer term unless the course is cancelled.

## Tuition Waiver Award Form

For Spring 2015 enrollment, please submit this application no later than 1/9/15

### Student Information

Student Name	_____	EMPLID #	_____
NYU ID #	<b>N</b> _____ (required)	Phone	_____
Home Address	_____	City, State, Zip	_____
E-mail	_____		
Facility / Hospital	_____		
Address / Room	_____	City, State, Zip	_____
Work E-mail	_____	Phone	_____

### Course

ID Number	Title	Points	Semester	Year

### School

- Steinhardt**  
steinhardt.gradadmissions@nyu.edu
- S.C.P.S**  
scps.admissions@nyu.edu

### Approval

Tuition-free courses must be taken within one calendar year from the end of the term in which the supervised student was registered.

Student Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

I certify that \_\_\_\_\_ is eligible and has my authorization to use this tuition credit award. I understand that no other rehabilitation or education professional is eligible (except in a situation where the direct supervisor is not an occupational therapist).

Manager Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Name(s) of Student(s) Supervised \_\_\_\_\_

Approval Signature of Brian McHugh, Educational Affiliates Program Administrator:

\_\_\_\_\_  
Brian McHugh  
Educational Affiliate Administrator  
Department of Occupational Therapy  
82 Washington Square East, 6<sup>th</sup> Floor | New York, New York 10003  
212-998-5823 | 212-995-4044 (fax) | brian.mchugh@nyu.edu

**For Steinhardt:** Register for your course(s) before submitting this form to the address below.  
**For SCPS:** Get this form signed by Brian McHugh prior to registering at the address below.