

The Handing On the Faith Program

POLICIES AND GUIDELINES
FOR TUITION REMISSION
AT
NOTRE DAME SEMINARY

Office of Christian Formation
Archdiocese of New Orleans

Contact:
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Archdiocese of New Orleans
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3/07/12

I. Introduction

Notre Dame Seminary (NDS) participates in the Handing on the Faith Program (HOF), which is offered by the Office of Christian Formation of the Archdiocese of New Orleans and generously funded by the Donum Dei Foundation of New Orleans. The following is a series of guidelines set forth by the Office of Christian Formation 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

To be eligible for tuition remission, a student must be on a degree track (i.e. seeking to complete a degree program, either the M.T.S. or the M.A.). Normally, tuition remission is restricted to employees of the Archdiocese of New Orleans.

The student must have completed the **one-time** “Theology Scholarship Agreement” which requires either: a) a commitment to full-time employment in the Archdiocesan school system and/or parishes for three years; b) repayment of all tuition remission received through HOF; or c) some combination of (a) and (b) – see “E. Fulfillment Criteria for the Theology Scholarship Agreement” below.

The student must also have completed the “Application for Scholarship,” which must be submitted **every semester**, i.e. Fall, Spring and Summer. All forms must be submitted to Dr. Chris Baglow by the appropriate deadline (i.e. 1st Monday of April for Summer, 1st Monday of July for Fall and 1st Monday of December for Spring, unless these dates are seminary holidays. In such a case, the date will usually be postponed one week.).

Students who meet the above requirements must also demonstrate financial need through a **written explanation** attached to the Theology Scholarship Agreement.

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 Office of Christian Formation 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.

Non-degree seeking students are not eligible for HOF tuition remission.

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.

C. Courses NOT Eligible for Tuition Remission

The following courses are not eligible for HOF tuition remission:

- Thesis hours and/or comprehensive exam hours;
- Graduate courses in theology for students not seeking a degree;
- Undergraduate courses in philosophy or theology for those seeking admission to the graduate program.

D. Funding Levels per Student

The following funding levels apply to all HOF participants:

- **One course per semester for approved students.**

E. Fulfillment Criteria for the Theology Scholarship Agreement

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 HOF participants to either a) serve a specific period in employment in the archdiocese, or b) pay back 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 for other employment, religious or otherwise, 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

| # of years served post-degree completion | Repayment Required | Term Of Repayment |
|---|---------------------------|--------------------------|
| 0 | 100% | 36 months |
| 1 | 70% | 36 months |
| 2 | 40% | 24 months |
| 3 | 0% | N/A |

- **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.

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:
 - Completion of committed years of service;
 - Ordination to the Catholic priesthood or the diaconate;
 - Solemn vows in a religious community;
 - Permanent disability for themselves, their dependents or their spouse;
 - Death.

Theology Scholarship Agreement Handing on the Faith Program

COMPLETE ONE TIME ONLY WHEN ENTERING HOF PROGRAM

Christopher T. Baglow, Ph.D.
Coordinator
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)

-Application for Tuition Remission- Handing on the Faith Program

Sponsored by the Archdiocese of New Orleans and the Department of Christian Formation

THIS FORM NEEDS TO BE FULLY COMPLETED EVERY SEMESTER

Christopher T. Baglow, Ph.D.
Coordinator
Handing on the Faith Program
2901 S. Carrollton Avenue
New Orleans, LA 70118

HOF Application Due Dates*

Summer: 1st Monday of April

Fall: 1st 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 _____ SS# _____

US Citizen: (Please check) _____ Yes _____ No DOB: _____

EDUCATION

High School _____ Graduation Date _____

Undergraduate College/University _____

Degree _____ Graduation Date _____

Graduate College/University _____

Degree _____ Graduation Date _____

Reason for Financial Assistance: Attached 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*).

Financial Assistance: Tuition remittance is for COURSES ONLY – all fees, books, comprehensive examinations, etc. are not remittable. Tuition remittance is requested for:

| Course Prefix and Number | Course Name | # of Credit Hours | \$ per credit | Total \$ per Course |
|--------------------------|-------------|-------------------|---------------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Degree Program (Circle one): MA MTS

Total Credits earned in degree program to date _____

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

Name of Institution _____

Address _____
(Street) (City) (State) (Zip)

Phone _____
(Home) (Fax)

Signature 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.

(Signature of Applicant) (Date)

PLEASE RETURN THIS FORM TO DR. BAGLOW OR MARY LANGLOIS IN THE M.A. PROGRAM DEPARTMENT IN ONE OF THE FOLLOWING WAYS:

- 1) MAILING IT TO THE ADDRESS BELOW (ATTN: DR. BAGLOW OR MARY LANGLOIS)
- 2) DROPPING IT OFF IN PERSON OR IN ONE OF OUR MAILBOXES
- 3) FAXING IT TO (504) 866-6260 (ATTN: MARY LANGLOIS)

THANK YOU!

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