

## Diocesan Tuition Form - Diaconate Formation

*The applicant pays entire tuition costs upfront, then submits this form for reimbursement. The Diocese will reimburse 25%, Parish 25%.*

**Semester and Year:** \_\_\_\_\_ (ex. Winter, 2024) **Course #:** \_\_\_\_\_ **Course #:** \_\_\_\_\_

**Student Information**

**Date:** \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Prefix: \_\_\_\_\_

Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Home  Work  Cell

Email Address: \_\_\_\_\_

**Parish Name:** \_\_\_\_\_ **City** \_\_\_\_\_

Pastor (Manager) Name: \_\_\_\_\_

Business Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

**Academic Program Information**

University/College Name and Location:

Undergrad  Graduate Major: \_\_\_\_\_

Total credit hours needed to complete the program 36-38 Number of credits completed: \_\_\_\_\_

**Tuition Payment Agreement**

The Diocese of Lansing will provide 25% of the tuition expense for those **Diaconate Formation Program participants** who are meeting the requirements of the Ministry Formation Program.

The *recommended* tuition split is Parish—25%, Student—50%, Diocese—25%.

	For Office Use		
	Date	Check #	Amount
Total Tuition: _____			
Parish Total: _____	_____	_____	_____
Student Total: _____	_____	_____	_____
Diocesan Total: _____			

As the **Parish representative**, I agree to pay the parish contribution listed in the Tuition Payment Agreement above.

\_\_\_\_\_  
Signature Date

As the **student**, I agree to pay the tuition indicated in the Tuition Payment Agreement above. I also realize that it is my responsibility to make sure that all tuition payments are up to date on my account.

\_\_\_\_\_  
Signature Date

**Directions:**

Send this COMPLETED FORM with payment or with proof of payment to:

**Diaconate Formation Tuition Subsidy, Diocese of Lansing, 228 North Walnut, Lansing, MI 48933**

**All Students:** Pay the University or College directly. Submit proof of tuition payment and subsidy request to the Diaconate Formation Office, for tuition subsidy reimbursement. Revised August 2024

For more information contact Denise Dell'Acqua at ddellacqua@dioceseoflansing.org