



Discount Educational Provider Program for
the School District of Clay County

Proposal

April 2011

I: Summary

Saint Leo University as an educational provider for the School District of Clay County full time (and their dependents) and part time employees will offer college level courses and academic services designed to increase employees' motivation as they expand their educational knowledge and personal development. Saint Leo University offers regionally accredited undergraduate degree programs with the flexibility and convenience which caters to the working adult learner.

II: Saint Leo University Agreement

Saint Leo University (SLU) agrees to offer its undergraduate degree programs through either online delivery methods or on ground at Saint Leo University's educational Centers that may be in proximity to the School District of Clay County full time and part time employees.

This agreement includes information on University history, accreditation, description of study for undergraduate programs, program format proposals, expected time for completion, tuition, and admission requirements.

1. University Background: Established in 1889, Saint Leo University's commitment to academic excellence and continuous improvement are reflected in its six core values of Excellence, Community, Respect, Personal Development, Responsible Stewardship, and Integrity as the moral and ethical standards. These values are infused in all its programs offering guidance to students and their employers in making effective and ethical decisions.

The University has more than 14,000 students enrolled including at its main campus in Saint Leo, FL, twenty two centers located across the United States and online throughout the world. The University is one of the largest providers of online education in the country serving men and women in the armed services wherever they happen to be and to traditional and nontraditional students in various delivery modes.

2. Accreditation: Saint Leo University's masters, bachelors and associate degrees are regionally accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097; telephone 404/679-4501). Other accreditations include the International Assembly for Collegiate Business Education (IACBE), and the Commission on Accreditation of the Council of Social Work. It holds memberships in American Council on Education (ACE), Association of Governing Boards of Universities and Colleges, American Association of Adult and Continuing Education, The National Association of Institutions of Military Education Services (NAIMES), Servicemembers Opportunity Colleges,

National Catholic Education Association, and the Association of Catholic Colleges and Universities.

3. Bachelors Degrees: The School District of Clay County employees are eligible to take all on ground courses leading to bachelors' degrees that are offered at SLU education centers located near them. Enrolled students will also have the option of taking online courses leading to bachelor degrees. The cost of attendance may be different depending on where the courses are taken and employment status at the School District of Clay County. Enrollment advisors will help students understand the pricing and attendance responsibilities before the start of classes.

Appendix B provides information on tuition and appendix C information on admission to the University.

4. Program Format: Saint Leo University meets the needs of the adult learner through the flexibility and convenience of its course offerings and program formats. There are three ways in which a student may choose to complete a degree; on ground, online or in a blended format. Academic learning objectives, credit earned, and course transferability are equal for all three formats. The student has the option to utilize all formats to reflect personal preferences and professional demands.

- **On ground:** This format offers the student a traditional based education in a face to face environment. The on ground style of learning allows the student to learn in a small classroom setting surrounded by peers and experienced professionals. Classes are held at regularly scheduled times during the academic year. Students should check with an academic advisor at an educational Center or at the University website (www.saintleo.edu) for term and course schedules.
- **Online:** The online program offers ultimate flexibility for students. The classes are taught by Saint Leo University faculty through a state-of-the-art online learning platform. The online classes are designed to be user friendly and interactive, achieved through online chat forums, class discussion boards, internal email and monitored faculty involvement.
- **Blended:** The blended format offers the student a combination of on ground, face-to-face interaction with the professor and students as well as the flexibility of completing part of the assignments via start-of-the-art online learning platforms. Usually on half of the class is face-to-face and one half is online.

5. Expected Time for Completion: A student is designated as full time if enrolled in two, 3-credit courses per eight week term or enrolled in four, 3-credit courses per sixteen week

semester. A student may choose to be part-time, but must expect longer time to degree completion.

Completion of the baccalaureate degree is determined in large part by student status (part time or full time) and the number of credits the student transfers to Saint Leo University. The University accepts transfer credits from regionally accredited institutions, military training, law enforcement training and standardization testing.

6. Why Saint Leo University: Beyond our quality education programs offered to all students, Saint Leo University is an excellent match for the School District of Clay County employees as a result of a shared vision. As the School District of Clay County is guided by its mission of Honesty, Equity, Trust, Respect, Collaboration, Motivation for Excellence, Love of Learning and Innovative learning beyond the classroom / school boundaries, Saint Leo University is guided by their core values of Excellence, Community, Respect, Personal Development, Responsible Stewardship and Integrity. Since 1889, Saint Leo University has practiced responsible stewardship of our resources while providing a quality value based education where our Core Values are emphasized in our curriculum. Through the collective pursuit of putting our values into practice education, the School District of Clay County enrolled students of Saint Leo University will utilize their education to the greater development of the School District of Clay County values and mission.

7. Financial Responsibility: Tuition, fees and associated costs incurred by the School District of Clay County students of Saint Leo University are the sole responsibility of the employees/students and not of the School District of Clay County as per the Promissory Agreement outlined in appendix D.

III: Clay County School District Tuition Discount Agreement:

1. The School District of Clay County will promote Saint Leo University's educational opportunities to its employees through established methods of communications: organizational newsletters and University literature forwarded to the Director of Instructional Personnel, in the Human Resources Division of the School District of Clay County by Saint Leo University Program Directors.
2. The School District of Clay County Human Resources Division will provide resident mailing addresses of all full time School District of Clay County employees via a Public Records Request from Saint Leo University.
3. The Human Resources Division of the School District of Clay County will confirm employment of students seeking to waive admission fee.

IV: Appendixes

Appendixes A, B, C and D are part of this agreement.

Saint Leo University
Dr. Arthur Kirk Jr.
President

Clay County School District
Authorized Signature

Name: _____

Title: _____

Appendix A

Sample Program Offerings at Centers



SAINT LEO
UNIVERSITY
What you need for where you're going
Founded 1889



Terms and Registrations

8 Week Terms

SUMMER 2 2010

Registration: 5/3/2010 – 7/12/2010

Term: 7/6/2010 – 8/29/2010

FALL 1 2010

Registration: 7/6/2010 – 9/6/2010

Term: 8/30/2010 – 10/24/2010

FALL 2 2010

Registration: 7/6/2010 – 11/1/2010

Term: 10/25/2010 – 12/19/2010

SPRING 1 2011

Registration: 10/25/2010 – 1/17/2011

Term: 1/10/2011 – 3/6/2011

SPRING 2 2011

Registration: 10/25/2010 – 3/14/2011

Term: 3/7/2011 – 5/1/2011

SUMMER 1 2011

Registration: 3/7/2011 – 5/9/2011

Term: 5/2/2011 – 6/26/2011

16 Week Terms*

FALL 2010

Registration: 7/5/2010 – 9/6/2010

Term: 8/30/2010 – 12/3/2010

SPRING 2011

Registration: 10/25/2010 – 1/17/2011

Term: 1/10/2011 – 4/22/2011

*Education Classes

The Center's current schedule and courses offered online can be reviewed at: www.saintleo.edu

Current students can enroll online by going to: <http://my.saintleo.edu>

Northeast Florida Center Orange Park • Palatka • St. Augustine

In 1994, Saint Leo University began offering four-year degree programs on the campus of St. Johns River Community College (SJRCC). The win-win educational partnership benefits students at both institutions as they gain from the blend of class and degree opportunities from both schools. The Northeast Florida Center is just one of 17 Centers in the Division of Continuing Education located in the states of Florida, South Carolina, Georgia, Virginia, Mississippi, California, and Texas. The NE Florida Center offers classes in the evenings and on weekends to accommodate the schedules of working adults in Palatka, Orange Park, and Saint Augustine.

Degree Programs

Bachelor of Arts Degree with the following majors:

Business Administration with specializations in:

- Accounting
- Logistics
- Management

Criminal Justice with specializations in:

- Criminalistics
- Homeland Security

Elementary Education

Middle Grades

- Math
- English
- Social Sciences

Psychology

Bachelor of Science Degree with the following majors:

Computer Information Systems

Health Care Management

Master of Education - Educational Leadership

Online Master's Degree Programs – (800) 707-8846

For more information:

Orange Park: 904-272-8700

Palatka: 386-325-1477

St. Augustine: 904-824-7030

nefl@saintleo.edu

www.saintleo.edu/nefl



Appendix B

Tuition and Fees

Academic Year 2010 – 2011 (July 1, 2010 to June 30, 2011)

- University Admission Fee for all undergraduate programs is waived
- Undergraduate Program:
 1. On ground courses taken at location on military installations (Centers) are \$177 per credit hour or \$531 per course. Online courses taken through the University's Distance Learning (DL) program on military installations (Centers) are \$531 per course, plus an addition of \$115 per course access fee. A total of \$646.
 2. On ground courses taken at non military locations (Centers) are discounted 10% from \$245 per credit hour to \$220.5 per credit hour or \$661.5 per course. Online courses taken through the University's Distance Learning (DL) program at non military locations (Centers) are discounted from \$245 per credit hour to \$220.5 per credit hour or \$661.5 per course, plus an addition of the \$115 per course access fee. A total of \$776.5.
 3. Students taking courses not located near University Centers may take courses through the Center for Online Learning. Tuition for those courses is also discounted 10% from \$465 per credit hour to \$418.5 per credit hour or \$1255.5 per course.
- The School District of Clay County full time employees and their dependents may utilize the 10% tuition discount agreement.
- The School District of Clay County full time employees may defer payment of tuition until after the start of the term in which courses were taken. Registration for courses in subsequent terms may be denied for nonpayment and late fees may be assessed.
- Saint Leo University does not charge out-of-state tuition fees. The only other expenses are cost of books and graduation fees.
- **Saint Leo University tuition costs and fees are subject to change each academic year.**
- Federally guaranteed student loans are available to eligible students who complete the Free Application for Federal Student Aid (FAFSA).
- Saint Leo University is authorized by the Department of Veterans Affairs to certify financial benefits for eligible students.

Appendix C

Admission

Academic Year 2010 – 2011 (July 1, 2010 to June 30, 2011)

Students requesting admission to the University are required to meet the following criteria and provide the following necessary documents:

Undergraduate Programs

- Complete undergraduate application (the application fees will be waived for the School District of Clay County full time employees).
- Documentation of high school or GED completion. For students who wish to transfer credits to their SLU program, this requirement may be documented by the transcript from previously attended colleges or universities.
- Official transcripts from all regionally accredited colleges and universities previously attended.
- Other transfer credits can be granted with receipt of the appropriate documents including:
 - CLEP, DANTEs, GED college level examinations, USAFI examination or Advanced Placement (AP) examination.
 - Veterans/retirees should include a DD-214 and 2586
 - Documentation for evaluation of non-traditional transfer credit (including military training on a US Army-AARTS transcript, a validated DD form 295, Navy-Marine Corps SMART document or Community College of the Air Force CCAF transcript
 - Law Enforcement officers who have completed coursework in the FBI National Academy, local law enforcement academies or other trainings
 - Registered nurses – presentation of a nursing license and nursing school transcript

Appendix D

Financial Responsibility

Promissory Agreement

School District of Clay County

I hereby declare that I, _____ am a full time employee in good standing with the School District of Clay County. Pursuant to the tuition discount program between the School District of Clay County and Saint Leo University, I am eligible for a subsequent tuition discount and waived application fee. I hereby acknowledge that I will be personally responsible for any tuition and associated fees resulting from my enrollment with Saint Leo University, and not the School District of Clay County. Furthermore, I acknowledge that the School District of Clay County Human Resources Division must confirm my employment status within the district.

Employee Signature

Date

Employee Name (print)

Email

Phone

