



Discount Educational Provider Program for
the School District of Clay County

Proposal

October 2011

I: Summary

Saint Leo University, as an educational provider for the School District of Clay County full-time employees (and their dependents), 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 that 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 (Centers) that may be in proximity to the School District of Clay County full-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 15,000 students enrolled including at its main campus in Saint Leo, Florida, at 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 serving 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 on Social Work Education (CSWE). SLU 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 Centers located near them. Enrolled students will also have the option of taking online courses leading to bachelors' degrees. The cost of attendance may be different depending on where the courses are taken and the student's 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 A provides a general overview of the Northeast Florida Center degree offerings. Appendix B provides general information on tuition, and Appendix C provides 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 use all formats to meet their own 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 state-of-the-art online learning platforms. Usually one 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 is able to transfer 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. Just 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 its 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 through education, the School District of Clay County enrolled students of Saint Leo University will use their education to further the greater development of the School District of Clay County values and mission.

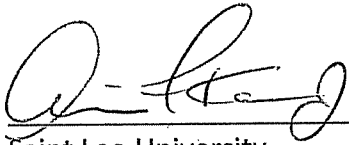
7. Financial Responsibility: Tuition, fees and associated costs incurred by the School District of Clay County students of Saint Leo University are the sole responsibility of the employees/students and not of the School District of Clay County as per the Promissory Agreement outlined in Appendix D.

III: The School District of Clay County 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 F. Kirk, Jr.
President

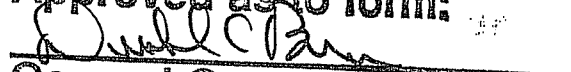


School District of Clay County
Authorized Signature

Name: _____

Title: _____

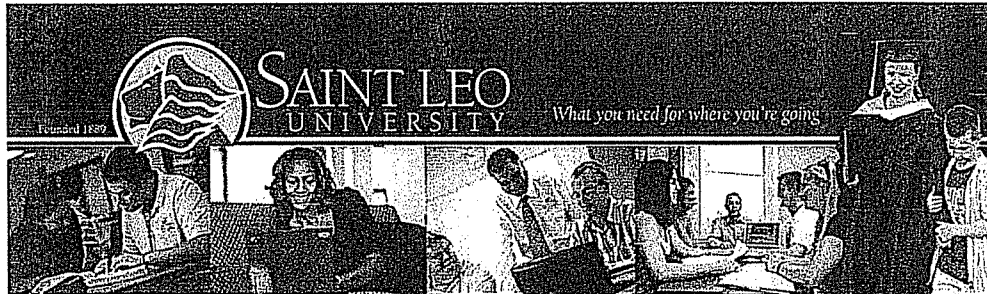
Approved as to form:



General Counsel

Appendix A

Sample Program Offerings at Centers



Terms & Registrations

SUMMER 2 2011

Registration: 3/7/2011 - 7/4/2011
Term: 7/5/2011 - 8/28/2011

FALL 1 2011

Registration: 5/2/2011 - 8/28/2011
Term: 8/29/2011 - 10/23/2011

FALL 2 2011

Registration: 7/5/2011 - 10/23/2011
Term: 10/24/2011 - 12/18/2011

SPRING 1 2012

Registration: 8/29/2011 - 1/8/2012
Term: 1/9/2012 - 3/4/2012

SPRING 2 2012

Registration: 10/24/2011 - 3/4/2012
Term: 3/5/2012 - 4/29/2012

SUMMER 1 2012

Registration: 1/9/2012 - 4/29/2012
Term: 4/30/2012 - 6/24/2012

15 Week Semesters

FALL 1 2011

Registration: 5/2/2011 - 8/21/2011
Semester: 8/22/2011 - 12/10/2011

SPRING 1 2012

Registration: 8/29/2011 - 1/8/2012
Semester: 1/9/2012 - 4/29/2012

SUMMER 1 2012

Registration: 1/9/2012 - 5/6/2012
Semester: 5/7/2012 - 8/19/2012

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 State College (SJRS). 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 one of the more than 42 Saint Leo University locations positioned throughout the United States. 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

Business Administration with specializations in:

- Accounting
- Logistics
- Management

Criminal Justice with specializations in:

- Criminalistics
- Homeland Security

Elementary Education

Middle Grades

- Math
- English
- Science
- Social Sciences

Psychology

Bachelor of Science

Computer Information Systems

Health Care Management

Master of Education - Educational Leadership

Online Master's Degree Programs Available

(800) 707-3846



Orange Park: 904-272-8700 | Palatka: 386-325-1477

St. Augustine: 904-824-7030

[facebook.com/saintleo.northeastflorida](https://www.facebook.com/saintleo.northeastflorida)

nefl@saintleo.edu | www.saintleo.edu/nefl

Appendix B

Tuition and Fees

Academic Year 2011 – 2012 (July 1, 2011 to June 30, 2012)

- University Admission Fee for all undergraduate programs is waived.
- Undergraduate Program:
 1. On ground courses taken at location on military installations (Centers) are \$199 per credit hour or \$597 per course.
 2. On ground courses taken at non-military locations (Centers) are discounted 10% from \$253 per credit hour to \$227.70 per credit hour or \$683.10 per course. Online courses taken through the University's Distance Learning (DL) program at non-military locations (Centers) are discounted from \$253 per credit hour to \$227.70 per credit hour or \$683.10 per course, plus an addition of the \$120 per course access fee for a total of \$803.10.
 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 \$470 per credit hour to \$423 per credit hour or \$1,269 per course.
 4. See Undergraduate Course catalog and/or consult with an academic advisor for degree-requirement distinctions as they relate to courses taken online between various academic programs.
- The School District of Clay County full-time employees and their dependents may use the 10% tuition discount agreement for personal educational advancement.
- The School District of Clay County full-time employees and their dependents 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, course fees, 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 2011 – 2012 (July 1, 2011 to June 30, 2012)

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 School District of Clay County full-time employees and their dependents).
- 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 may 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
- Transfer of credits is governed by applicable published policies and procedures of SLU.

Appendix D

Promissory Note

The School District of Clay County

I hereby declare that I, _____, am a full-time employee in good standing with _____ (or dependent of same). Pursuant to the Discount Educational Provider Agreement between the School District of Clay County and Saint Leo University, I am eligible for the applicable employee tuition discount and waived application fee based on my course and location selections. I hereby promise to pay Saint Leo University all tuition, fees, and costs billed to me under the terms and conditions set forth in the then-current Saint Leo University Student Academic Catalog. I hereby acknowledge that I, and not the School District of Clay County, will be personally responsible for any tuition and associated costs and fees, including late fees and the costs of books, supplies, and materials, resulting from my enrollment with Saint Leo University. Further, I acknowledge that the School District of Clay County is the sole judge of my (or my parent's or guardian's) good standing as an employee and as to whether I am eligible for the applicable employee tuition discount as set forth in the Discount Educational Provider Agreement between the School District of Clay County and Saint Leo University. This Note shall be governed under the laws of the State of Florida.

SLU Student Signature

Date

SLU Student Name (print)