



**EDUCATOR'S DEGREE/EMPLOYMENT VERIFICATION REQUEST FORM FOR NON-DEGREE ENROLLMENT**

Name \_\_\_\_\_ Day Telephone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you have a conferred bachelor's degree? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please answer A, B, and C

*Note: A conferred bachelor's degree is required for graduate enrollment. If you have more than one bachelor's degree, please provide responses for your most recent degree.*

A. At which institution did you complete your bachelor's degree: \_\_\_\_\_

B. Provide the month/year in which you bachelor's degree was conferred: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

• Provide your academic major for your conferred bachelor's degree:  
\_\_\_\_\_

List School Division in which you're currently employed: \_\_\_\_\_

(Or, list as "Private school" or other appropriate label if not part of a public school division)

List your school building name and address: \_\_\_\_\_

List your school building phone number: \_\_\_\_\_

List your current position title: \_\_\_\_\_

List your teaching grade and licensure level: \_\_\_\_\_

I hereby certify that the information provided on this request form is true and complete without evasion or misrepresentation. I understand that if it is found to be otherwise, it is sufficient cause for the denial of the enrollment request and/or the request for reduced tuition.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Current employer's verification:**

I hereby certify that the above named is \_\_\_\_\_ employed full time OR \_\_\_\_\_ is full time on official leave in the school district listed above and that all additional information above is correct, to the best of my knowledge.

\_\_\_\_\_  
Signature of the Principal, Superintendent, or Staff Development Coordinator Date

\_\_\_\_\_  
Printed Name Title Phone Number

Graduate College Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## EDUCATOR'S DEGREE/EMPLOYMENT VERIFICATION REQUEST FORM FOR NON-DEGREE ENROLLMENT RADFORD UNIVERSITY

This form may be submitted in lieu of an official transcript for an educator in the United States who is seeking approval for graduate non-degree enrollment. All educators, in- or out-of-state, who are seeking enrollment at the graduate level with non-degree seeking status, may submit this form for consideration. This form is not accepted for degree seeking applicants. This form will serve as verification that the requestor has bachelor's degree conferred. Please note that a bachelor's degree from a US accredited institution is required prior to enrollment in coursework at the graduate level. (If you did not attend an institution in the US for your undergraduate degree, an official transcript will need to be submitted. Unfortunately, this form will not be sufficient.)

PLEASE NOTE: Forms received without appropriate signatures will not be accepted or processed. The Graduate College staff will verify your eligibility and notify you if additional information is required.

This form will also serve as an initial Request for Reduced Tuition Rate for Virginia Educators. Please see the requirements below to qualify for this reduced rate. If you wish to enroll in subsequent terms following your initial approval for enrollment, you will be required to submit the Request for Reduced Tuition Rate for Virginia Educators each academic year to maintain eligibility for this reduced rate.

### REQUEST FOR REDUCED TUITION RATE FOR VIRGINIA EDUCATORS ELIGIBILITY

*Full-time Virginia educators (K-12) can qualify to pay a reduced tuition rate for Radford University courses offered on and off campus. Educators (teachers, administrators, counselors, and librarians) can be enrolled for a graduate degree, additional endorsements, or for re-licensure. Radford University has implemented this policy as recognition of the importance for Virginia educators to enhance their professional knowledge and skills.*

*The current reduced rate is available on the Radford University Office of Student Account's website. The Reduced Tuition Rate for Virginia Educator's is set by the Board of Visitors each May to be effective the following fall semester.*

The following eligibility guidelines apply:

1. A baccalaureate degree is required for Kindergarten through grade 12 public and private school teachers, counselors, administrators, and librarians. Approval for enrollment in graduate level courses by the Radford University Graduate College as a matriculated degree seeking or non-degree student is required.
2. Eligible personnel must be **full-time contractual employees** of a public school division or private school within the Commonwealth of Virginia.
3. Individuals on official leave from their assignments are eligible for reduced tuition.
4. There is no restriction on the number of hours that can be taken.
5. Courses for which educators' request reduced tuition must be for professional development, not for planned career changes outside of education.

Eligibility for the VA Educator's Reduced Tuition Rate will be communicated to the Student Accounts and Registrar offices. This rate will also reflect in your Student Accounts tab of the OneCampus portal. If you do not qualify for the reduced rate, you will be responsible for any outstanding amount.

If you have any questions about the processing of your approval for enrollment or the reduced tuition eligibility, please contact the Radford University Graduate College. Last date for approval of request is ten (10) days following census date for appropriate term.