# VILLANOVA THEATRE DEPARTMENT *FUNDING FACT SHEET*

# Financing Your Graduate Education

Villanova’s [tuition rates and fees in graduate arts and sciences](http://www.villanova.edu/finance/bursar/tuition.htm) are affordable and competitively priced. Current teachers and educators are eligible for **reduced tuition rates**. Villanova also offers two forms of competitive, merit-based fellowships for full-time students: **tuition scholarships** and **graduate assistantships**, which provide a stipend as well as tuition. Assistance with applications for student loans and a convenient payment plan are also available. **Please see below for more information**.

# Tuition and Financial Aid

**Graduate Program Tuition Rates, 2012 - 2013**

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|   | Per Credit Rate | General Fees\* |
|    Graduate Arts (Theatre)  | $700 | $60 |

## Financial Aid

### 1) Scholarship Based Financial Aid

There are two types of competitive scholarships available in the Theatre Department.

1. The first is the **Graduate Assistantship** which includes a *stipend* and *tuition remission*.
	1. Graduate Assistants are considered “full-time” or “half-time,” as reflected by the stipend awarded and the time commitment required.
		1. Full assistantships come with a stipend of $14,320 per academic year and require 300 hours/semester; half assistantships come with a stipend of $7,160 per academic year and require 200 hours/semester.
2. The second is a **Tuition Scholarship**, which includes *tuition remission only*.

For detailed information on the *Responsibilities of Graduate Assistants and Scholars*, please see **Appendix A.** The Theatre Department offers a limited number of competitive Graduate Assistantships and Scholarships in the following areas:

* **Graduate Assistantships** are available in Set Construction, Costume Construction, Properties Construction, and Public Relations.
* **Tuition Scholarships** are available in the fields of Acting and Research.

Funding opportunities also exist outside of the Theatre Department. For more information on *Funding Opportunities Around Campus*, please see **Appendix B**.

### 2) Special Tuition-Reduction for Primary-and-Secondary School Teachers and Administrators

Given its Augustinian Mission and heritage, Villanova University has long maintained a special commitment to the teaching profession. Specifically, the training of teachers and administrators who have dedicated their professional lives to the education of subsequent generations holds a vaulted position within the graduate efforts of the University.

As a practical expression of this dedication to the teaching profession, the University has adopted a special tuition plan for primary- and secondary-school teachers and administrators enrolled in a graduate class in any program in the College of Liberal Arts and Sciences. This plan is in two forms: for teachers and administrators in Catholic schools and for teachers and administrators in public or private schools that are not affiliated with the Catholic Church.

This discount is for individuals in any Graduate Program in Arts & Sciences at Villanova University.

* **Teachers and administrators at Catholic schools** *receive a 40% tuition reduction from the standard tuition rate.*
* **For teachers and administrators at private or public non-Catholic schools***receive a 20% tuition reduction from the standard tuition rate.*

#### Details of Tuition Plan and How to Apply for the Reduced Tuition Rate

* The individual must be accepted for enrollment into one of the graduate programs in the College of Arts and Sciences. That is, the individual must proceed with the usual [application process](http://www1.villanova.edu/villanova/artsci/graduate/application.html%22%20%5Ct%20%22_blank).
* The individual must be a full-time or part-time teacher or administrator in a primary or secondary school. A part-time teacher must be under contract for the current school year and must show his/her contract. A substitute teacher must have served as a substitute teacher the semester previous to enrollment, must be able to document subbing at least 60 days during that semester and must show pay stubs or letters from administrators verifying the number of days worked.
* Full-time teachers and administrators applying for the reduced tuition rate must submit a **tuition reduction form (below)** at the beginning of the **first** semester in which they enrolled. Once the form has been completed, it should be forwarded to the Chairperson of the student’s program. The department reviews and verifies the information on the form and forwards it to the Dean's Office for approval. For full-time teachers and administrators, the reductions will continue to be applied to subsequent semesters.
* Part-time and substitute teachers applying for the reduced tuition rate must submit a tuition reduction form (below) at the beginning of **every** semester in which they enrolled. Once the form has been completed, it should be forwarded along with the necessary documentation to the Chairperson of the student’s program. The department reviews and verifies the information on the form and forwards it to the Dean's Office for approval.
* [Tuition Reduction Form.doc](http://www1.villanova.edu/content/villanova/artsci/graduate/financing/cost/_jcr_content/pagecontent/download/file.res/Tuition%20Reduction%20Form.doc)

### 3) Additional Student Loan Information

* Graduate students seeking additional financial assistance must file the [Free Application for Federal Student Aid (FAFSA)](http://www.fafsa.gov/) as well as the current VU Graduate Application for Financial Aid. To receive financial aid, graduate students must be matriculated & enrolled in at least 3 credit hours in the summer, fall, or spring semester**. Full Financial Aid details for graduate students can be found on the [Financial Assistance web site](http://www1.villanova.edu/villanova/enroll/finaid/process/graduates.html%22%20%5Ct%20%22_blank).**
* Alternative Loans or Private Educational Loans are administered by private lenders. Typically one would first take advantage of the Direct Loan and then if additional funding is needed, apply for one of these loans. However, if a student is non-matriculated or in a certificate program, the private educational loans provide a viable financing option. Please view the [Private Educational Loan Programs](http://www1.villanova.edu/villanova/enroll/finaid/financing/options/privateedloans.html).
* For more information, email finaid@villanova.edu or call 610-519-4010.

### 4) Theatre Department Work Study Opportunities

* Graduate Students who do not receive an assistantship or scholarship are encouraged to apply for **work-study opportunities** within the Theatre Department.
* Work-study positions are available in Set Construction, Costume Construction, Properties Construction, Public Relations, Box Office, Business and Production.

# *APPENDIX A. Responsibilities Of Graduate Assistants And Tuition Scholars*

1. In the Theatre Department, assistants are engaged in set construction, properties construction, costume construction, and public relations. A full-time assistantship in the department is granted full tuition remission and is required to work 300 hours per semester with an additional 20 hours training in the first semester. A part-time assistant is granted full tuition remission, a half stipend, and is required to work 200 hours per semester plus the first semester training period. Tuition Scholars in the fields of acting and research are granted full tuition remission and are required to work 100 hours per semester at the discretion of the Chair.
2. An assistantship candidate in theatre should submit a resume of relevant experience, including any technical or creative work and previous employment. For a research scholarship, writing samples are requested, and for a public relations assistantship, graphics, press releases and other writing/layout samples are requested. Generally, an assistantship candidate should attempt to be available for a personal interview as part of the application process.
3. Graduate assistants and tuition scholars are required to maintain a "B" average (GPA = 3.00) - the minimum required of all graduate students. Some graduate departments require that assistants and tuition scholars maintain a minimum grade point average that is above 3.00. Since the number of applicants far exceeds the number of available awards, assistants and tuition scholars should strive to do much better than the "B" minimum. Moreover, it is very important that assistants and tuition scholars carry out their assigned duties and responsibilities in a thorough, timely, and professional manner. Failure to do so can lead to the non-renewal of awards even when the student's grades are at or above the minimum GPA. Assistants and scholars will be reviewed at the end of each year.
4. A student is not permitted to take other employment while holding a full-time graduate assistantship.
5. Students holding tuition scholarships are cautioned against taking other employment. The loss of time to other employment may make it more difficult to maintain the minimum "B" average.
6. Graduate assistants and tuition scholars do not receive summer stipends. However, they may be given a waiver of tuition for summer courses during the Summer Sessions following their first year as a graduate assistant. The tuition waiver is given in return for services to the respective graduate departments. The waiver of tuition for one summer courses requires 35 hours of service over the course of the summer at the discretion of the student's advisor. A tuition waiver for **two** courses requires 70 hours of service. **Requests for tuition waivers must be presented in writing to the Graduate Dean no later than May 1.**
7. Graduate assistants and/or tuition scholars attempting to register for either (a) a Villanova graduate course outside of their discipline and/or (b) a Villanova undergraduate course of any type will be approved for tuition remission if the course in question is demonstrably related to the completion of their degree requirements. For example, a given graduate student, with the consent of his or her advisor, might wish to enroll in a particular graduate or undergraduate course in order to gain the expertise necessary to complete a thesis. The Graduate School does not cover tuition remission for graduate assistants and/or tuition scholars seeking to enroll in non-degree related courses, even though the courses may be taken for legitimate professional purposes; e.g., fulfillment of some type of professional certification requirements. A student’s request to take such courses may be considered for tuition remission on a case by case basis.
8. Department chairpersons supervise assistants' and tuition scholars' service to the department and their programs of study. In many departments, chairpersons delegate their supervisory role to other faculty members.
9. It is especially important that graduate assistants and tuition scholars attend all colloquia provided by their departments and that they participate and assist in seminars and forums as directed by their chairperson. These events are listed in the Department’s Production Calendar, available under [Department Resources](http://www1.villanova.edu/villanova/artsci/theatre/resources.html).
10. Students who hold keys and who have access to departmental offices and laboratories are responsible for the security of these facilities just as if they were members of the faculty. All keys must be returned to the department before the student leaves the University. The chairperson may ask for the return of the keys at any time. Finally, in some departments, students are required to pay a “key deposit” which is refunded to the student upon return of the keys. Students are financially responsible for lost/misplaced keys.
11. Graduate assistants and tuition scholars may borrow books from the library. They may keep books out for six weeks and there is a waiver of fines for overdue books. They are, however, responsible for replacement costs on unreturned books. They may also take journals (current and bound periodicals) to department offices for same-day photocopying. Items must be checked out and returned to the Current Periodicals rooms within three hours. Graduate assistants and tuition scholars must have a validation sticker on their plastic I.D. Cards which are not validated will not be honored.
12. All changes of local address and telephone number are to be reported at once to the **Registrar**: registrar@villanova.edu; 610-519-4030.
13. All international students are required to furnish the Graduate School and Mr. Hubert Whan Tong, the International Student Advisor, with all changes of address. All requests for extension of program end date should be directed to Mr. Hubert Whan Tong, (hubert.whantong@villanova.edu), in Connelly Center, 2nd floor (519-8017).
14. All international students with student visas are required to carry a minimum of three credit hours each semester.
15. Graduate assistants and tuition scholars may dine in the faculty dining room.
16. **IN ORDER TO BE CONSIDERED FOR THESE FUNDING OPPORTUNITIES, all application materials must be completed by Feb. 1, 2013. Interviews/Auditions for Graduate Assistantships and Scholarships will be held on Feb. 22, 2013.**

**ACTING SCHOLARSHIPS**

1. The Theatre Department offers acting scholarships on a competitive basis, determined by audition and personal interview, in addition to the materials submitted in support of the application for admission.

2. The scholarship provides a waiver of tuition and fees to a maximum of three courses per semester during the tenure of the scholarship. Acting scholars who are in good standing may enroll for summer study (a maximum of **two** courses per semester) with a waiver of tuition.

3. **IN ORDER TO BE CONSIDERED FOR AN ACTING SCHOLARSHIP, all application materials must be completed by February 1, 2013.**

4. A student receiving an acting scholarship should expect to spend a maximum of two years in the master’s program. The scholarship is a grant and service appointment, requiring the student to give the Theatre Department 100 hours of work per semester under the supervision of the department chairperson.

5. The student, provided s/he is in good standing, is expected to remain at the University

 until the degree is completed. The scholarship may be renewed only for the second year in the Master’s program to the extent that the scholar maintains the required standards. Scholars will be reviewed at the end of each year.

6. Candidates for an acting scholarship should submit a resume to the Theatre Department. Once the application procedure is begun, the candidate should contact the Theatre Department for an audition appointment. **Auditions will be held on February 22, 2013.**

***Appendix B. Funding Opportunities Around Campus***

Graduate Assistantships may be available occasionally **(contingent on available funds)** in the following university offices. Please see the list below to determine the eligibility criteria and to whom you should address your application in each department. Spaces are competitive and limited. If you are being considered for a position, you will be contacted directly by the office listed after you apply for a position. (Please note awards have already been made for Academic Year 2012-2013.)

**Gender and Women's Studies**

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| Eligibility: |  Must be admitted to a Graduate Arts and Sciences degree program. Interest and background in Gender and Women's Studies as an academic discipline preferred. |
| Deadline to Apply: |  Spring 2014 |
| Number of Available Assistantships per Academic Year: |  1 Full Assistantship every two years. Next anticipated opening is Fall 2014. |
| Work hours per week: |  20 |
| How to Apply: | Students must submit to the Gender and Women’s Studies Assistantship Selection Committee copies of all materials submitted to Graduate Studies and to the individual department or program. In addition, applicants must submit a résumé; a letter of recommendation written by someone knowledgeable about the applicant’s interest in Gender and Women’s Studies; and a single-spaced one page essay (c. 500 words) discussing the intellectual, spiritual, social, and political dimensions of the applicant's commitment to Gender and Women’s Studies. |
| Interview Required |  Yes |
| Whom to Contact |  Jean Lutes or Lisa Sewell, [Gender & Women’s Studies](http://www1.villanova.edu/villanova/artsci/gws.html) |
| Additional Info |  The next application will be available in Spring 2014 |

**Honors Program**

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| Eligibility: |  Must be admitted to a Graduate degree program. |
| Deadline to Apply: |  March 1 |
| Number of Available Assistantships per Academic Year: |  1 Full Assistantship (some years there could be 2 openings) |
| Work hours per week: |  20 |
| How to Apply: |  Contact the Director of the Honors Program |
| Interview Required |  Yes |
| Whom to Contact |  Dr. Thomas W. Smith, Director University [Honors Program](http://www1.villanova.edu/villanova/honors.html) |

**Office of Graduate Studies, College of Liberal Arts and Sciences**

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| Eligibility | Must be admitted to a Graduate Arts and Sciences degree program. Administrative experience is necessary and experience in customer-service setting is preferred. Must have excellent communication skills. |
| Deadline to Apply | March 1 |
| Number of Available Assistantships per Academic Year | 1 Full Assistantship (some years there are 2 openings, other years there are none)  |
| Work hours per week | 20 |
| How to Apply | Email resume to Susan Jacobs. Your email message must contain your department name and the semester you will begin classes. |
| Interview Required | Yes |
| Whom to Contact | Susan Jacobs, Graduate Arts & Sciences |

**Office of Multicultural Affairs**

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| Eligibility: | See specific web page listed below |
| Deadline to Apply: | March 1 |
| Number of Available Assistantships per Academic Year: | It varies, based on returners, but 5 total. |
| Work hours per week: | 20 |
| How to Apply: | Please visit our [webpage](http://www1.villanova.edu/villanova/studentlife/multiculturalaffairs/grantsawards/assistantships.html).  |
| Interview Required | Yes |
| Whom to Contact | Mrs. Charisma Presley |

**Office of Residence Life**

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| Eligibility: | Must be admitted to a full time Graduate degree program.  Law students are not eligible.  Minimum one year of Resident Assistant experience strongly preferred. |
| Deadline to Apply: | March 1.  Applications will be accepted starting January 15 and positions will be filled on a rolling basis. |
| Number of Available Assistantships per Academic Year: | 5 Graduate Resident Director positions; all are full assistantships and include on-campus residency, meal plan, and stipend.  Position begins on or around July 30. |
| Work hours per week: | 20 |
| How to Apply: | Interested applicants should send a resume, cover letter, and list of three references to jennifer.derry@villanova.edu.  For more information, please visit our [webpage](http://www1.villanova.edu/villanova/studentlife/reslife/resassistants.html). |
| Interview Required | Yes |
| Whom to Contact | Jennifer Derry, Assistant Director for Training and Development |
| Additional Info | Please obtain position description for additional details and position requirements.  |

**Office of Service Learning, College of Liberal Arts and Sciences**

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| Eligibility | Must be admitted to a Graduate Arts and Sciences degree program. Experience with pedagogy of Service Learning and or volunteerism in Leadership in Higher Education is helpful. |
| Deadline to Apply | April 15 |
| Number of Available Assistantships per Academic Year | 1 Full Assistantship  every two years or Tuition Assistance every two years. Alternate.  2012-13  Tuition Assistance,  2014-2015  Full Assistantship |
| Work hours per week | 20 for Full---- 7 for TA |
| How to Apply | Please contact the office for the job description and application instructions  |
| Interview Required | Yes |
| Whom to Contact | Noreen Cameron: noreen.cameron@villanova.edu  610-5193251 ormary.aiello@villanova.edu  610-519-4602 |
| Additional Info | Visit our [webpage](http://www1.villanova.edu/villanova/artsci/undergrad/servicelearning/community.html). |

**Office for Undergraduate Students, College of Liberal Arts and Sciences**

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| Eligibility: | Must be admitted to a Graduate Arts and Sciences degree program. Excellent written and oral communication skills are required. |
| Deadline to Apply: | June 1st |
| Number of Available Assistantships per Academic Year: | 1 full assistantship |
| Work hours per week: | 35 |
| How to Apply: | Interested students should obtain the job description and submit a cover letter and resume to Trudi K. Tedjeske, Assistant Dean, Office for Undergraduate Students. |
| Interview Required | Yes |
| Whom to Contact | Trudi Tedjeske, Assistant Dean, [Office for Undergraduate Students](http://www1.villanova.edu/villanova/artsci/undergrad/ous.html) |