# Colby-Sawyer College Tuition Discount Partnership Program (TDPP) Communication Toolkit

## Purpose of this Toolkit

This toolkit is designed to help your Human Resources team, supervisors, and internal communications staff introduce and promote the Tuition Discount Partnership Program (TDPP) to employees. It includes core messaging, communication templates, and guidance for onboarding and benefits integration. Our goal is to make it easy to share this professional development opportunity widely and consistently within your organization.

## What is the TDPP?

The TDPP is an institutional benefit that offers tuition discounts for eligible employees at partnering organizations pursuing graduate and professional studies at Colby-Sawyer College.

## Key Benefits

- **$30 off per credit** Bachelor Completer Degrees
- **$25 off per credit** for Master Degrees
- **$40 off per credit** for Doctoral Degrees
- **Additional 10% tuition discount** for cohort of employees (*excluding MSW)
- **NEW for 2025/26: Alumni Discount**
    - Colby-Sawyer alumni now receive **$50 off per credit** for graduate programs and **$80 off per credit** for doctoral programs, including the ABSN.

- Alumni who have not yet completed their associate degree (e.g., Medical Assisting, Pharmacy Tech, Surgical Tech) are also eligible for the **$50 per credit discount** when they return to finish.
- Multiple start options available; contact **graduatestudies@colby-sawyer.edu** for details.

**Eligible Graduate and Professional Studies Programs:**
Bachelor's Completion Degree (Associates Required)
*Finish Your Bachelor's Degree*

- RNBSN (Bachelor of Science in Nursing)
- BSRT (Bachelor of Science in Respiratory Therapy)
- BSHS (Bachelor of Science in Health Studies)
  - Standard Rate: $300 | Discount Rate: $270

Master's Degrees
*Advance with a Master's Degree*

- MSN (Master of Science in Nursing) Standard $600 | Discount $575
- MSES (Master of Science in Exercise Science) Standard $685 | Discount $660
- MSW (Master of Social Work) Standard $675 | Discount $650
- MBA (Master of Business Administration) Standard $600 | Discount $575

Doctoral Programs
*Achieve a Doctoral Degree*

- DNP (Doctor of Nursing Practice) Standard $750 | Discount $710

**Above fees are subject to change.*

The number of credits required for degree completion depends on the employee's prior academic background. For example, employees with a BSW entering the MSW program may complete their degree in as little as one year. All academic questions, including credit evaluations, will be handled by our Program Coordinators and the Office of the Registrar, so you won't need to manage those logistics.

## Who's Eligible?

Any current, benefits-eligible employee of your organization. Proof of employment is required for each term.

## How It Works

1. **MOU**: A Memorandum of Understanding (MOU) outlines the roles of both Colby-Sawyer and your organization.
2. **No Cost to You**: There is no financial cost to participate—just mutual support and promotion of the program internally.
3. **Employee Support**: Colby-Sawyer provides dedicated admissions support and a streamlined verification process for your HR department.

## Onboarding & Internal Promotion Suggestions

To ensure employees are aware of this opportunity:

- Include a TDPP section in **onboarding materials** and **employee handbooks**
- Share in **monthly newsletters**, **internal websites**, or **intranet portals**
- Promote during **staff meetings**, **lunch & learns**, or **benefits fairs**

## Communication Templates

### Suggested Email to Staff

**Subject:** Professional Development Opportunity – Tuition Discounts through Colby-Sawyer

We're excited to offer a new educational benefit to all benefits-eligible employees through our partnership with Colby-Sawyer College. The Tuition Discount Partnership Program (TDPP) provides tuition discounts on a range of fully online or hybrid graduate and professional degree programs. Explore degrees in Exercise Science, Nursing, Social Work, Business, and more. Programs are designed with flexible schedules for working professionals.

Learn more or apply today at: www.colby-sawyer.edu/graduate

You can also join virtual information sessions, which highlight graduate and professional programs hosted on a regular cadence here: www.events.colby-sawyer.edu/?category=graduate-professional-studies

**NEW for 2025/26:** Colby-Sawyer alumni now receive $50 off per credit for graduate programs and $80 off per credit for doctoral programs, including ABSN. Alumni who have not yet completed their associate degree (MA, Pharm Tech, Surgical Tech) are also eligible for this $50 per credit discount.

For questions, contact Julia Johnston, Business Development and Partnership Manager at julia.johnston@colby-sawyer.edu.

## Add to Onboarding Handbook

**Tuition Discount Partnership Program (TDPP)**
As part of our professional development benefits, eligible employees can receive discounted tuition for graduate and professional degree programs at Colby-Sawyer College through our TDPP. Programs are offered in a flexible format with online and hybrid options.

Contact HR or reach out to Colby-Sawyer College at graduatestudies@colby-sawyer.edu to learn more.

## Add to Newsletter

**Sample Newsletter Language:** *Colby-Sawyer College Tuition Discounts for The Boys and Girls Club of Central and Northern NH Employees!*

We're pleased to offer all benefits-eligible employees access to exclusive tuition discounts through our partnership with Colby-Sawyer College. Programs include Nursing, Social Work, Business, and more. All are fully online and designed for working professionals.

Explore your options or reach out to learn more: www.colby-sawyer.edu/graduate

Questions? Contact graduatestudies@colby-sawyer.edu.

## Supervisor Talking Points:

- Mention TDPP during onboarding, performance reviews, or when discussing professional development goals.

- Reinforce that programs are flexible, affordable, and aligned with workforce development.
- Let employees know they can reach out directly to Julia Johnston or Colby-Sawyer College Academic Program Coordinators with questions.

## Included Materials for Distribution

✓ Graduate & Professional Studies Overview One-Pager
✓ Individual Program One-Pagers
✓ Sample Internal Newsletter Language
✓ Talking Points for Supervisor