1. Saint Leo University offers a discounted tuition rate for a 3-credit graduate course taken online by LEMI students.

2. The Catholic Diocese of Richmond offers a tuition subsidy of $800 per graduate course for LEMI students.

3. Once the student registers with St. Leo for their chosen course, the student should immediately email a copy of St. Leo’s Billing Statement to the LEMI mailbox at LEMI@richmonddiocese.org with “Registered Online Class” in the subject line.

4. St. Leo University will invoice the student directly for tuition payment.

5. Once the LEMI Registrar receives the Billing Statement from the student, a check request will be made to the Diocesan Finance Office to send payment to St. Leo University. The tuition subsidy currently being paid by the diocese is $800 per course. The LEMI student is responsible for the remaining balance.

6. The student should send his/her payment directly to St. Leo University for the remaining balance.