

DCO-09-071

Document Control Register

DCO Procedure

Policy on Tuition-fee discount for YU Employees and Dependents

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DCO Form V1.1

Policy on Tuition-fee discount for YU Employees and Dependents

Article 1: Policy introduction:

In order to achieve higher satisfaction among employees, create a more positive work environment, and promote professional development, Al Yamamah University Council is proposing 50% discount in tuition-fees for YU employees and their dependents.

Article 2: Policy limitations:

1. The policy is applicable to:
 - Full-time YU employees who would like to pursue a master's degree.
 - Full-time YU employees' dependents who would like to pursue a baccalaureate degree, or master's degree
2. Dependents include only the spouse and children.
3. YU employees include faculty members, administrative staff, and others who work at YU on a full-time contract basis.
4. The tuition-fees discount is valid only for fall and spring semesters. Summer term is not included in the program's discount of tuition-fees.
5. The policy is effective from fall semester 2018-2019.

Article 3: The procedures, rules and restrictions

1. Any YU full-time employee may avail this discount for himself/herself or their dependents after completing ONE calendar year of employment at YU.
2. YU employees or their dependents will receive 50% discount on tuition-fees including, but not limited to, admissions fees, coop fees, course fees, and other related tuition-fees.
3. Courses of study are open for all majors and all colleges, unless otherwise specified/excluded by the office of the president.
4. The YU employee who enrolls or who has his/her dependents enroll in a YU program with the discount specified in the previous articles must complete at least one academic year of employment at YU after his/her or his/her dependents' graduation (or withdrawal from study), unless otherwise exempted by the YU president.

5. A YU employee who fails to observe section 4 of article 3 (previous section) is obligated to pay the previous and remaining tuition-fees discounted by YU.
6. The discount for YU employee dependents who enroll in a baccalaureate program shall continue for 5 years for the college of business administration and college of law, and the departments of computer engineering programs; and 6 years for the departments of architecture includes time in the English foundation program).
7. YU employees who obtain the discount according to this policy shall not receive any other discount in the tuition fees from different policies. However, for dependents those who already are receiving scholarship in any other regards, the 50% discount will be given on the remaining balance of the tuition-fees.
8. YU Human Resources department shall keep performance record of the participating YU employees, and may discontinue the enrollment completely or for short period of time for those (employees/dependents) whose CGPA falls below 2.0/4.0.
9. If YU terminates the employment contract of employees who are receiving the discount in this policy for themselves or their dependents, they will continue with the same level of discount until graduation, within the aforementioned time constraints.

Article 4: Exceptions:

Any exception required related to discount on tuition fees for the YU employee or their dependents shall be obtained by the university president.

Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

Date: 27-12-2018