

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 Bachelor's degree or 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 for fall, Spring and Summer semesters.
5. The policy is effective from Fall 2022-2023.

### 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 admissions fees, coop fees, course fees, and other related tuition-fees, for Fall, Spring and Summer Semesters.
3. Courses of study are open for all majors and all colleges, unless otherwise specified/excluded by the office of the president.

4. 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), as long as the parent is an active YU employee on duty.
5. YU employees who obtain the discount according to this policy shall not receive any other discount in the tuition fees from different policies.
6. 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.
7. 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.
8. Only for YU employees who have served YU for FIVE continuous years or more, the discount aforementioned maybe raised to 75% for the first child and 50% for all other children who are enrolled as YU students.

#### Article 4: Exceptions:

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy. This policy cancels all related previous policies and directives.

#### Authorization

This policy was authorized by:



University President

Prof. Hussam Ramadan  
President

Date: 28-7-2022