

## **The Graduate School Tuition Discount Policy**

### **Discount Eligibility**

The Graduate School offers tuition discounts for eligible students in qualifying populations. Discounts are applied to tuition charges only and cannot be applied to other fees, including but not limited to course materials, books, technology fees, or administrative charges.

### **General Policy Guidelines**

1. **Single Discount Rule:** Students may benefit from only one tuition discount program at a time, even if qualified for multiple discount categories. This includes appointed graduate assistantships.
2. **Tuition Discounts:** All tuition discounts apply to tuition charges only and cannot be applied to other fees, including but not limited to course materials, books, technology fees or administrative charges.
3. **Maximum Benefit Provision:** In cases where a student qualifies for multiple discount programs, The Graduate School will automatically apply the discount that provides the greatest financial benefit to the student.
4. **Verification Requirements:** The Graduate School and/or Student Financial Services reserves the right to request documentation verifying eligibility for any discount program at any time.
5. **Partnership Program Changes:** Discount partnerships with employers or other organizations are subject to change. If a partner organization discontinues the discount program during a student's enrollment, affected students may become ineligible for that specific discount, even if they remain enrolled within The Graduate School. In such cases, Student Financial Services will make reasonable efforts to notify affected students promptly.

### **Eligibility and Application Process**

1. **Application Timing:** Discount requests must be submitted before the payment deadline for the applicable term. Retroactive discounts are not typically granted.
2. **Required Documentation:** When necessary, students must submit appropriate documentation demonstrating eligibility for the requested discount program no later than 30 days prior to enrollment.
3. **Duration:** Discounts are typically granted on a term-by-term basis and must be renewed as required.

### **Maintaining Discount Eligibility**

1. **Reporting Requirement:** Students who no longer meet the qualification criteria for their tuition discount must notify Student Financial Services in writing within thirty (30) calendar days of the change in status.

2. Non-Compliance Penalty: Failure to report changes in qualification status within the required timeframe may result in the student being responsible for retroactive payment of the full, non-discounted tuition amount for any affected academic terms.
3. Periodic Verification: The Graduate School may conduct periodic eligibility reviews to ensure continued qualification for discount programs.
4. Discounts for repeated courses may be subject to approval.

### **Impact on Financial Aid**

Tuition discounts may affect Financial aid. Students are encouraged to consult with Student Financial Services to understand the potential impact of tuition discounts on their overall financial aid package.

### **Administration**

This policy is administered by Student Financial Services. Questions regarding discount eligibility or application should be directed to Student Financial Services at 508-213-2288.

*Policy effective: August 1, 2025*