



New York Medical College Policy and Procedure Manual

Section: STUDENT FINANCE	No.: CO.744
	Date: June 14, 1993
Subject: TUITION REMISSION-GRADUATE SCHOOL-M.P.H. AND M.S. PROGRAMS	Page 1 of 3
	Supersedes:

I. Purpose

To establish guidelines for tuition remission availability in the M.P.H. and M.S. programs.

II. Scope

This policy applies to all M.P.H. and M.S. students.

III. Definition

- A. M.P.H. - Master of Public Health.
- B. M.S. - Master of Science.
- C. Full-time student - A student who is carrying a minimum of twelve (12) credits per semester.

IV. Policy

It is the policy of New York Medical College to allow the Dean of the Graduate School of Health Sciences to award tuition remission to certain M.P.H. and M.S. students.

V. Procedures

- A. The student must have a full-time matriculated status to apply for a tuition remission award.
- B. Recipients of a tuition remission award are required to participate in a research, teaching or administrative assignment relevant to their area of interest for a minimum number of hours per week for fifteen (15) weeks per semester as follows :

Issued By:	Approved By:
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Full Tuition	20 hours per week
Half Tuition	10 hours per week
Quarter Tuition	5 hours per week

- C. The maximum number of awards to be made each semester is generally limited to the equivalent of three and one-half (3.5) full-time students.
1. Generally, tuition remission is awarded as follows:
 - a. Two (2) full tuition remissions 100%
 - b. Two (2) half tuition remissions 50%
 - c. Two (2) quarter tuition remissions 25%
 2. The Dean of Graduate School of Health Sciences may change the combination of making tuition remission awards or increase the number of awards as long as the overall budget limitation is not exceeded.
- D. Students are required to pay all fees.
- E. Prior to registration each semester, the Dean of the Graduate School of Health Sciences will notify the Vice-President Administration & Finance by letter indicating those students who have been awarded tuition remission.

VI. Responsibility

- A. Dean of Graduate School of Health Sciences
1. Award tuition remission to eligible students.
 2. Notify the Vice-President Administration & Finance of those students that have been awarded tuition remission.
- B. Vice-President Administration & Finance

1. Approve the letter from the Dean of the Graduate School of Health Sciences and forwarded a copy to the Student Finance Department.

C. Student Finance Department

1. Apply tuition remission to the student's account based on the approved letter.
2. Provide advice and guidance with respect to the interpretation and administration of this policy.