



New York Medical College Policy and Procedure Manual

Section: STUDENT FINANCE	No.: CO.746
	Date: June 14, 1993
Subject: TUITION REDUCTION-GRAD. SCHOOL: EMPLOYEES OF AFFILIATED ORGAN.	Page 1 of 2
	Supersedes:

I. Purpose

To establish tuition reduction guidelines for employees of a New York Medical College affiliated organization registering for graduate school courses.

II. Scope

This policy applies to all eligible employees of a New York Medical College affiliated organization.

III. Definition

Affiliated organizations - external organizations who have an affiliation agreement with New York Medical College (e.g. St. Agnes Hospital, St. Vincent's Medical Center - Bridgeport, Good Samaritan Hospital, etc.).

IV. Policy

It is the policy of New York Medical College to grant a 10% reduction in tuition for as many as three (3) courses per semester for eligible employees of affiliated organizations.

V. Procedures

- A. To qualify, the individual must be a full-time employee of an affiliated organization.
- B. The individual submits a letter of authorization from the personnel department of the affiliated organization to the Student Finance Department stating that they are currently a full-time employee at the time of registration, each semester.

Issued By:	Approved By:
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VI. Responsibility

A. Student

1. Responsible to provide proper documentation.

B. Student Finance Department

1. Verify that documentation is from an affiliated organization.
2. Apply 10% reduction in tuition to the student's account.
3. Provide advice and guidance with respect to the interpretation and administration of this policy.