

Policy Title: FAMILY TUITION DISCOUNT POLICY
Responsible Officers: President, Dean of Academic Affairs, and
Finance Manager
Effective Date: July 1, 2019

I. POLICY STATEMENT

Dongguk University Los Angeles (“DULA”) offers a tuition discount to families with two or more students enrolled concurrently at DULA. This policy provides general guidance on the terms and conditions under which a discount is applied. DULA reserves the right to periodically review and revise the policy to comply with relevant federal and state requirements and changes to DULA’s operations and practices, to ensure the policy continues to further DULA’s core mission.

II. RATIONALE

DULA is committed to improving the affordability of tuition costs for families with multiple siblings and parents enrolled at DULA while remaining responsible stewards of University funds. This policy provides a discounted tuition rate to families with two or more students enrolled concurrently.

III. ENTITIES AFFECTED BY THIS POLICY

This policy applies to families who are enrolled concurrently at DULA.

IV. DEFINITIONS

For the purposes of this policy, the following terms are defined as follows:

- A. **Eligible Student** – Siblings and/or parents deemed eligible for the tuition discount by the Office of Financial Aids and Finance. Siblings and parents must be admitted through the Admissions Office and meet all admission standards. *Only DULA degree programs’ students are eligible for a tuition discount.* The tuition discount applies to tuition only, not fees. In situations where two or more family members are concurrently enrolled in programs, both may be deemed eligible for the Family Tuition Discount.

- B. **Schedule of Fees** – Information published on the DULA website each year as the *Cost of Attendance*.

C. Family – Any enrolled student who is related by birth, adoption or marriage to another enrolled student at DULA in that they form part of the same immediate family. Families are defined as married couples and the dependents of the same parent(s) or guardian(s). This includes biological and adopted siblings, stepbrothers or stepsisters and half-brothers or half-sisters. The Office of Financial Aids and Finance retains sole discretion in determining the eligibility of a Sibling.

D. Family Tuition Discount

- If two or more family members are deemed Eligible Students, the Family Tuition Discount would be applied to all the family members. A twenty percent (20%) discount shall be applied to tuition fees for families with two or more Eligible Students. The discount is applied only toward tuition, as set forth in DULA's Schedule of Tuitions. The tuition invoice discloses the applied discount.
- If any family members are graduates of DULA, the students of the family members are eligible for a ten percent (10%) of the Family Tuition Discount. The discount is applied only toward tuition, as set forth in DULA's Schedule of Tuitions. The tuition invoice discloses the applied discount.

V. POLICY PROCEDURES

The following procedures provide general guidance on the implementation of the policy. This policy and related procedures are subject to DULA's enrollment and student financial aids policy and procedures.

A. Application for Tuition Discount

In advance of the Summer Quarter of each year (July 1st), and according to a timetable communicated to DULA community, students or parents must file a Family Tuition Discount Application with the Office of Finance. Applications are limited to a single academic year and a renewal application is required each school year.

B. Determination of Eligibility

- Prior to the start of each quarter, the Office of Admissions and/or Registrar shall generate a report of candidates who are eligible for the Family Tuition Discount.
- Eligibility for the Family Tuition Discount is confirmed by appropriate staff in the Office of Finance, and Office of Financial Aids.

C. Application of Tuition Discount

- The Family Tuition Discount is applied to the tuition of Eligible Students. The discount applies to tuition only as set forth in DULA's Schedule of Tuitions. The Family Tuition Discount does not apply to application, enrollment or other fees and charges such as technology fees, laboratory fees, study abroad programs, etc.
- The Family Tuition Discount may not be used in conjunction with any other fee

discount or financial aids offered by DULA such as staff discount, bursary or fee assistance.

D. Discontinuation of Eligibility

The Family Tuition Discount is decreased to 10% when a sibling leaves DULA for any reason including graduation or the family has fewer than two students enrolled at the same time.

E. Documents Required

All applications for the Family Tuition Discount must be accompanied by a certified true copy (must have a raised seal) of the following documents.

- Birth Certificate of the Applicant
- Birth Certificate of Sibling(s)
- Marriage license (blended family situations)

Applicants from foreign countries also must submit the corresponding documents stated above with notarized English translations.

F. No Transferring

There will be no transfer of the Family discount such as one receiving the full amount for both, and the other \$0. All discounts will be applied per family member, per eligible quarters. Note: Graduate family members do not qualify for the discount.

G. Implementation and Monitoring

The offices of the Finance, Financial Aids, Admissions, Registrar and Program Director Office are charged with implementing and monitoring this policy and periodically recommending updates to the Responsible Officers, as needed.

VI. INTERIM POLICIES

There are no interim policies.

VII. SANCTIONS

Should a family in receipt of the Family Tuition Discount fall into arrears with payment of school

fees, the tuition discount for the Eligible Student may cease unless an arrangement has been made with the program director/finance manager and/or the director of financial aids to clear the debt and ensure that all future fees are paid.

Student's Signature

Student's Name

Signing Date



SIBLING TUITION DISCOUNT APPLICATION

Dongguk University Los Angeles
Office of Finance

This application is for siblings concurrently enrolled as degree students. This application is limited to a single academic year. One application per family. A Renewal application is required each school year by July 1st or at least one week before the beginning of the first quarter.

Quarter(s) of application Summer 20 ____ Fall 20 ____ Winter 20 ____ Spring 20 ____

Sibling 1 (Please Print)

Last Name First Name Student ID #

Sibling 2 (Please Print)

Last Name First Name Student ID #

Sibling 3 (Please Print)

Last Name First Name Student ID #

We certify that we are (or will be) concurrently enrolled in good academic standing as DULA students for the quarter(s) indicated above. We have read and understand the DULA sibling tuition discount policy. We understand a new application must be completed at the beginning of each academic year for which this discount is requested.

Sibling 1 Signature

Sibling 2 Signature

Sibling 3 Signature

Date Signed

Approved _____ Not Approved _____

Reason Not Approved: _____

Officer Signature: _____