

Tuition Reduction

Employees

Undergraduate program/level courses

Free tuition and fees for University credit is extended to full time employees who have completed **one** year of full time service with the University. It is understood that in every case the employee has the necessary academic requirements and maintains the academic standards of the university. Employees who take advantage of tuition remission to further their own education are allowed to take one course per semester and must register for the course taught at times that will not interfere with their regular work schedule. They must have the approval of their immediate supervisor and arrange to make up the missed time. Employees are permitted to take up to three credits during the summer session. Class time during the summer session will be deducted from their annual vacation. Staff members are entitled to a 30 minutes break. The same regulation applies when a course is being audited and not taken for credit.

Graduate program

Employees who have been with university for at least **two** consecutive years on a full time basis are entitled to a tuition waiver one course per semester (Summer course is excluded). Fees should be paid by employee.

Children and Spouses of Employees

Undergraduate program

Employees who have been with the University for at least **three** consecutive years on a full time basis are entitled to a tuition waiver for their spouse and children who study at Bethlehem University up to three beneficiaries during the same period. Full tuition waiver will apply if beneficiaries enroll at different periods and do not overlap in time. If there is more than one beneficiary concurrently then the first one will have 100% tuition exemption, the second 75%, and the third 50%. This reduction includes the Summer Session if the student's paradigm necessitates it. This reduction will apply to the student provided s/he meets the University requirements applied to financial aid in terms of maintaining a minimum GPA of 2.5 to keep this benefit.

Employees who have been with University for at least six years on a part time basis and have shifted to become full time employee are entitled to a tuition waiver. The reduction will be 50% of the tuition fees. Employees who passed away after having served the University for a minimum of five consecutive years on a full time basis are entitled to tuition reduction for their spouse and children as mentioned above. The same tuition reduction as mentioned above is entitled to the spouse and children of employees who got sick and could not maintain their job after having served the University for a minimum of ten consecutive years on a fulltime basis.

Graduate program:

Employees who have been with university for at least three consecutive years on a full time basis are entitled to a tuition waiver for their children and spouse who apply for graduate studies at Bethlehem University. The reduction will be one third of the tuition costs. Maintaining GPA 2.5 will be also required to keep this benefit. In all cases, registration should be done through the registrar office and the appropriate form properly filled out. An employee course registration form for this purpose is found on the intranet under the Office of Human Resources and Administrative Affairs.