

TUITION DISCOUNT PROGRAM FOR THE SCHOOL OF HEALTH SCIENCES AND PRACTICE

Date: November 5, 2014

Supersedes: *Graduate School Education Benefits*, HR.314, dated 5/8/2001

References: None.

I. PURPOSE

To establish guidelines for tuition discounts in the School of Health Sciences and Practice (“SHSP”) of New York Medical College (“NYMC” or the “College”) for certain Eligible Groups as defined in this Policy.

II. POLICY

It is the policy of the College to encourage the continuation and progression of education and professional performance through various programs offered by the College.

The College may modify or withdraw this Policy any time except that any eligible individual matriculated in the SHSP at the time of such a modification or withdrawal and receiving a tuition discount under this Policy will continue to be entitled to the tuition discount as provided herein until one of the following occurs, whichever occurs first: (1) completion of the then current course of study, (2) the withdrawal from the SHSP, (3) dismissal for academic or disciplinary reasons, or (4) the individual ceases to be eligible for the tuition discount. As an alternative, any eligible individual matriculated in the SHSP at the time of such a modification or withdrawal and receiving a discount under this Policy may elect for the new modified tuition policy if they are eligible for the newly modified tuition policy.

The College does not provide tax advice or counsel, so any individual receiving a tuition discount under this Policy should consult with their personal tax advisor. Information on “qualified educational expenses” can be found on the Internal Revenue Service website, see IRS Publication 970 on Tax Benefits for Education at <http://www.irs.gov/publications/p970/>

III. SCOPE

This Policy applies to members of the Eligible Groups as defined below in Section IV.A of this Policy.

IV. DEFINITIONS

A. This Policy shall apply to the members of the following Eligible Groups:

Group 1. Full-Time Faculty of the College who are not employed by the College and who have been employed full-time for at least two years by, and are currently employed full-time by, faculty practice entities compliant with the requirements of the College;

Group 2. Non-physician, full-time employees who are not employed by the College and who have been employed full-time for at least two years by, and are currently employed full-time by, faculty practice entities compliant with the requirements of the College;

Group 3. Full-time employees who are not employed by the College but who are currently employed full-time by local, state or federal health departments in the United States;

Group 4. Non-physician, full-time employees who are not employed by the College but who are currently employed full-time by Affiliated Hospitals;

Group 5. Primary Care Preceptors for the School of Medicine and Clinical Site Supervisors for the Physical Therapy and Speech-Language Pathology programs of the SHSP;

Group 6. Residents and fellows currently employed and in graduate medical education (GME) programs - directed or sponsored by NYMC;

Group 7. Active Duty members of the U.S. military or U.S. Public Health Service Commissioned Corps, or civilians currently employed in federal agencies of the U.S. Public Health Service;

Group 8. Students enrolled in the NYMC School of Medicine pursuing an MD/MPH degree from the College;

Group 9. Students enrolled in the NYMC Doctoral in Physical Therapy program pursuing a joint DPT/MPH degree.

B. Tuition-The fee charged for educational instructions or maintenance of matriculation fee. Excluded from this definition are fees for admission, graduation, testing, housing, meal plans, laboratory, and other purposes.

C. College-Compliant Faculty Practice Entity

A faculty practice entity shall be deemed College-compliant under this Policy if, in the sole discretion of the College, it meets the requirements of the College including financial support to the College determined as of the date of the application for education benefits in the SHSP, and thereafter in each subsequent semester in the SHSP.

D. Affiliated Hospitals

A Hospital is an Affiliated Hospital under this Policy provided that all of the following conditions are met:

1. There is a current written affiliation agreement with the College pursuant to which it is designated by the College as an Affiliate of the College in accordance with its standards and requirements;
2. The Hospital provides clinical and educational experiences for the College's undergraduate medical education program and/or speech-language pathology and physical therapy internship programs as specified in the respective affiliation agreement; and
3. The Hospital is at all times herein in full compliance with the College's standards and requirements, and as such may be amended, for the designation specified in the respective affiliation agreement.

V. PROCEDURES

A. Eligibility and Tuition Discounts by Group

Group 1. Full-time Faculty of College who are not employed by the College and who are currently employed full-time in College-compliant faculty practice entities shall be eligible to receive a tuition discount of twenty-five percent (25%) for up to six (6) credits per SHSP semester and up to a maximum of eighteen (18) per year provided they meet all of the following criteria in each SHSP semester:

- Be a full-time employee of the College-compliant faculty practice entity for a minimum of two (2) years and currently employed full time by such faculty practice entity ;
- Obtain a written recommendation from the College-compliant faculty practice entity's leadership;
- Meet the requirements for admission into one of the Master of Public Health Programs; and
- Complete all degree requirements within five (5) years of matriculation.

Group 2. Non-physician, full-time employees of College-compliant faculty practice entities who are not employed by the College shall be eligible to receive a tuition discount of ten percent (10%) per SHSP semester provided they meet all of the following criteria in each SHSP semester:

- Be a full-time employee of the College-compliant faculty practice entity for a minimum of two (2) years and currently employed full time by such faculty practice entity;
- Obtain a written recommendation from the College-compliant faculty practice entity's leadership;
- Meet the requirements for admission into one of the Master of Public Health Programs; and

- Complete all degree requirements within five (5) years of matriculation.

Group 3. Full-time employees who are not employed by the College but who are currently employed full-time by local, state, or federal health departments in the United States, shall be eligible to receive a tuition discount of ten percent (10%) per SHSP semester, provided they meet all of the following criteria in each SHSP semester.

- Written documentation is obtained by such full-time employees from their supervisor or department head confirming his/her current full-time employment status and job title with such health department;
- Meet the requirements for admission into one of the Master of Public Health Programs; and,
- Complete all degree requirements within five (5) years of matriculation.

Group 4. Full-time employees who are not employed by the College but who are currently employed full-time by Affiliated Hospitals shall be eligible to receive a tuition discount in each SHSP semester as provided in the respective hospital's Affiliation Agreement, provided they meet the criteria in each SHSP semester specified in the respective Affiliation Agreement.

Group 5. Primary Care Preceptors for the School of Medicine and Clinical Site Supervisors for the Physical Therapy and Speech-Language Pathology programs of the SHSP shall be eligible to receive a ten percent (10%) tuition discount per SHSP semester provided they meet all of the following criteria in each SHSP semester:

- Written confirmation is obtained by Primary Care Preceptors and Clinical Supervisor respectively, from the College's Office of Undergraduate Medical Education and Primary Care of the College's School of Medicine or the Department Chair of, as applicable, the Department of Physical Therapy or the Department of Speech Language Pathology of the SHSP of their current participation in the respective educational programs;
- Meet the requirements for admission into one of the Master of Public Health Programs; and,
- Complete all degree requirements within five (5) years of matriculation.

Group 6. Residents and fellows while in College directed or sponsored graduate medical education programs shall be eligible to receive a tuition discount of twenty-five percent (25%) per SHSP semester provided they meet all of the following criteria in each SHSP semester:

- Written confirmation is obtained by Resident and fellow from the College's Office of Graduate Medical Education of the College's School of Medicine of his/her current participation in the respective graduate medical education program;
- Meet the requirements for admission into one of the Master of Public Health Programs; and,
- Complete all degree requirements within five (5) years of matriculation

Group 7. Active Duty members of the U.S. military or U.S. Public Health Service Commissioned Corps, or civilians currently employed in federal agencies of the U.S. Public Health Service shall be eligible to receive a tuition discount of fifty percent (50%) per SHSP semester for on-line Master of Public Health (MPH) and graduate certificates educational programs provided they meet all of the following criteria in each SHSP semester:

- Written documentation is obtained confirming his/her active duty military, U.S. Public Health Service or full-time employee status with any of the above mentioned federal agencies of the U.S. Public Health Service;
- Meet the requirements for admission into the on-line Master of Public Health Program (MPH) or one of graduate certificate programs; and,
- Complete all degree requirements within five (5) years of matriculation.

Group 8. Students in the NYMC School of Medicine pursuing an MD/MPH degree from the College shall be eligible to receive a tuition discount of thirty percent (30%) on the MPH tuition, provided they meet all of the following criteria in each SHSP semester:

- Be in good academic standing in the School of Medicine;
- Meet the requirements for admission into the on-line Master of Public Health Program (MPH); and,
- Complete all degree requirements within five (5) years of matriculation

Group 9. Students in the NYMC Doctor of Physical Therapy (DPT) program pursuing a joint DPT/MPH degree shall be eligible to receive a tuition discount of fifty percent (50%) on the additional MPH credits which they are required to take for the joint degree, provided they meet all of the following criteria in each SHSP semester:

- Approval of Chair of the Physical Therapy Department
- Meet the requirements for admission into the on-line Master of Public Health Program (MPH) and,

- Complete all degree requirements within five (5) years of matriculation

B. General Requirements

1. Notwithstanding the provisions of this Policy, the SHSP reserves, in its sole discretion, the right to limit the number of discounts awarded in any given semester without any prior notice.
2. All applicants for admission must possess and be able to demonstrate the academic prerequisites required for admission to study and upon admission, will be subject to all regulations, policies, requirements and standards, as adopted from time to time.
3. Upon admission, the student must maintain, and remain in, good academic standing to continue in the program as determined by the SHSP and shall pay all fees without discount, other than tuition.

C. Applying for tuition discount

1. Interested members of the Eligible Groups should contact the SHSP for information brochures and enrollment information.
2. Prior to each SHSP semester's registration, the member of the Eligible Group shall submit the required documentation to the NYMC Registrar's Office and the NYMC Bursar's Office at the time of registration.

VI. EFFECTIVE DATE

This Policy is effective as of the date signed below except for members of the Eligible Groups who are currently enrolled in the SHSP and who receive education benefits as of the date of the signing of this Policy. Such individuals shall continue to receive the tuition discount benefit at the level provided prior to this Policy until completion of the educational program he/she is matriculated in, withdrawal from the schools, dismissal for academic or disciplinary reasons, or in the event of the termination of, as applicable, employment or eligibility status of such individual.

VII. POLICY RESPONSIBILITIES

- A. Member of Eligible Group - complete and submit the required forms.
- B. NYMC Bursar
 1. Verify information on the application form.
 2. Keep a record of the application form in the student's file.
 3. Determine allowable credits per semester.

C. Offices of the SHSP Dean – review and process registration applications.

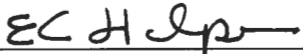
VIII. POLICY MANAGEMENT

Responsible Executive: Dean of the School of Health Sciences and Practice; Senior Vice President for Finance and Chief Financial Officer

Responsible Officer: Director of Recruitment of the School of Health Sciences and Practice, University Registrar, Bursar

Responsible Office: Office of Admissions of the School of Health Sciences and Practice, Office of the University Registrar, Office of the Bursar

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer

11.10.14
Date