

LUMS Policy No. 421-10

TUITION REMISSION FOR DEPENDENTS

Applies to: Eligible Dependents of Faculty and Staff

LUMS provides eligible dependents of its faculty and staff a remission of undergraduate tuition during their study at the university.

Definitions and Eligibility

The following dependents may be eligible for this benefit:

1. Eligible Dependent Child (as defined below) of a LUMS Employee, and
2. Eligible Dependent Child of a deceased LUMS employee who was actively employed at LUMS for at least ten years.

For purposes of this policy, “LUMS Employee” means an eligible active faculty or an active staff member. LUMS Employee also includes a deceased employee who was actively employed at LUMS for at least ten years.

For purposes of this policy, “Eligible Dependent Child” means those who meet each of the following three criteria:

1. is seeking their first undergraduate degree;
2. is under age 25 at the time of admission; and
3. is the biological, adopted, or step-child of the LUMS Employee and for whom the LUMS Employee is the legally designated parent

The intent of these eligibility criteria is to provide tuition for children in close, long-term child/parent relationships with a LUMS Employee. This policy does not attempt to extend the benefit to all possible child/guardian relationships. For example, grandchildren and other children for whom the LUMS Employee is a guardian are not eligible.

Upon request, the LUMS Employee must provide LUMS with proof of relationship and dependency, which may include providing secondary school enrollment forms or other proof of residency, and birth or marriage certificates.

Commencement of Eligibility

Eligibility begins the first semester following the faculty or staff member’s completion of three continuous years of full-time employment at LUMS. The three years of continuous benefits-eligible service must be completed by the first day of classes to permit use of the benefit in that semester. Children continue to be eligible as long as their parent is employed at the beginning of each semester and all other eligibility criteria continue to be met.

Termination of Service or Eligibility

Should employment cease (or eligibility for this benefit otherwise cease) during an academic year, the benefit will continue through the end of the semester in which employment or benefits eligibility ceases, and will end immediately thereafter.

Use of the Benefit at LUMS

The student's admission to LUMS is not automatic. Eligible dependents must be accepted to LUMS through the standard admission process. To be admitted as an undergraduate degree candidate at LUMS, the prospective student must submit a formal application to the LUMS Office of Admission according to the admission calendar and must meet established deadlines. The student must competitively meet the University's requirements for admission and pay applicable application fees.

Upon the eligible dependent's admission to LUMS, the LUMS Employee must complete the Application for Dependent Tuition Remission, and return it to the Director/HoD of Human Resources Department. Eligibility is reviewed semester-by-semester, and the Application for Dependent Tuition Remission must be submitted annually for approval. Typically, students will not be awarded tuition remission after the beginning of a semester nor will tuition remission be withdrawn before the end of a semester.

If additional financial assistance is needed, the Application for Financial Assistance must be completed and returned to Student Financial Aid Office by the applicable deadline. For questions about student financial aid, contact the LUMS Financial Aid Office.

The benefit for each eligible dependent is limited to a maximum of eight semesters. In the case of transfer students, this benefit is limited to the number of semesters necessary at the time of transfer to complete the first undergraduate degree at LUMS (not to exceed, and most likely, less than, eight semesters.)

Continuing education courses, or LUMS summer programs are not covered by this benefit.

Application and Restrictions

This policy applies solely to undergraduate degrees at LUMS. It covers tuition only and excludes any fees and hostel charges.

This policy does not extend tuition remission benefits retroactively; there are no benefits for past study.

This policy will become effective July 1, 2011.

For questions on tuition remission for eligible students admitted to LUMS, contact the Human Resources Office. Any questions of interpretation regarding this policy shall be referred to the Human Resources Office for a determination.

/Signed/

Ahmad Durrani, Vice Chancellor

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