

HOWARD UNIVERSITY POLICY

Policy Number: 100-008: Academics and Research
Policy Title: SIBLING TUITION DISCOUNT POLICY
Responsible Officers: Provost and Chief Academic Officer
Chief Financial Officer-Treasurer
Responsible Offices: Office of the Provost and Chief Academic Officer
Office of the Chief Financial Officer-Treasurer
Effective Date: August 15, 2017
Approved by the Board of Trustees on March 3, 2017

I. POLICY STATEMENT

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

II. RATIONALE

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

III. ENTITIES AFFECTED BY THIS POLICY

This policy applies to siblings who are enrolled concurrently at Howard University.

IV. DEFINITIONS

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

- A. **Eligible Student** – A sibling deemed eligible for the tuition discount by the Office of Student Financial Services. *Only undergraduate students are eligible for a tuition discount.* A sibling enrolled in a graduate or professional program may help to qualify an undergraduate sibling for the tuition discount. However, the tuition discount applies to undergraduate tuition only. In situations where two siblings are concurrently enrolled in undergraduate programs, both may be deemed eligible for the Sibling Tuition Discount.
- B. **Schedule of Fees** – Information published on the Howard University website each year as the *Undergraduate Cost of Attendance.*

- C. **Sibling** – Any enrolled student who is related by birth, adoption or marriage to another enrolled student at the University in that they form part of the same immediate family. Siblings are defined as the dependents of the same parent(s) or guardian(s). This includes biological and adopted siblings, step-brothers or step-sisters and half-brothers or half-sisters. The Office of Student Financial Services retains sole discretion in determining the eligibility of a Sibling.
- D. **Sibling Tuition Discount** - A ten percent (10%) discount applied to tuition fees for families with two or more Eligible Students. The discount is applied only toward undergraduate tuition, as set forth in the University’s Schedule of Fees. If two siblings are deemed Eligible Students, the Sibling Tuition Discount would be applied to both siblings. The tuition fee 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 the University’s enrollment and student financial services policy and procedures.

A. Application for Tuition Discount

In advance of the academic year, and according to a timetable communicated to the University community, students or parents must file a Sibling Tuition Discount Application with the Office of Student Financial Services. 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 spring and fall semester, the Office of Admissions and/or Registrar shall generate a report of candidates who are eligible for the Sibling Tuition Discount.
- Eligibility for the Sibling Tuition Discount is confirmed by appropriate staff in the Office of Student Financial Services, Office of Student Accounts and the Bursar’s Office.

C. Application of Tuition Discount

- The Sibling Tuition Discount is applied to the tuition of Eligible Students. The discount applies to tuition only as set forth in the University’s Schedule of Fees. The Sibling Tuition Discount does not apply to application, enrollment or other fees and charges, such as technology fees, laboratory fees, study abroad programs, etc.
- The Sibling Tuition Discount for the second and subsequent Eligible Students in the family may be used in conjunction with any other fee discount offered by the University, such as staff discount, bursary or fee assistance.
- The Sibling Tuition Discount does not affect siblings’ eligibility to benefit from the six credit summer tuition abatement program, if other terms are met, as well as the on-time graduation incentive.

- The Sibling Tuition Discount is applicable only to tuition for fall and spring semesters; summer sessions are not covered under this policy.

D. Discontinuation of Eligibility

The Sibling Tuition Discount is discontinued when a sibling leaves the University for any reason, including graduation, and the family has fewer than two students enrolled at the same time. Fees will revert to the full amount for each student.

E. Implementation and Monitoring

The offices of the Bursar, Student Financial Services, Admissions, Registrar and University Communications 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 Sibling 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 associate director/bursar and/or the manager of student accounts to clear the debt and ensure that all future fees are paid.

VIII. HYPERLINK

Howard University Policy website: www.howard.edu/policy

Related document: *Sibling Tuition Discount Application Form*