



Policy SOP Memorandum

Audience: Students Faculty and Staff Both

- Approved by: Dan Cuckovic
- Date Created: 10/2/2022
- Date Updated/Reviewed: 3/20/2025
- Review Department: Finance
- Reviewed by: Shetal Patel

Family Tuition Discount Policy

Statement of Purpose

Saint James School of Medicine ("SJSM") recognizes that the increasing cost of higher education has a serious impact on the ability of potential students to further their education; this is especially true when a family consists of more than one prospective college student within a household. The cost often impedes a student and their family from considering their top choice of college/university. In an effort to allow potential students and their families to have access to and the choice of considering SJSM, SJSM has established a tuition discount in situations where immediate family members attend the school.

Policy

Immediate family includes **spousal, parental, and sibling relationships, including step-relations and legal guardianship where documented proof of relationship exists**. If two or more immediate family members are enrolled simultaneously as full-time students at SJSM, a tuition discount will be granted to the students. An exception exists to this rule for family members of SJSM alumni. A family member of an SJSM alumnus will receive the discount without simultaneous enrollment with another family member. A **single** family member of an SJSM alumnus will receive the discount as if two students were enrolled. **Two or more** family members of an SJSM alumnus will receive the discount for three or more students enrolled. The students must have been accepted for admission in accordance with all normal admission standards, including transfer students and those reapplying after a leave of absence, provided they meet the current eligibility criteria at the time of re-enrollment.



Tuition Discount Rates

Tuition discount rates* for immediate family members enrolled full-time at SJSM are as follows:

Schedule

1. **One student enrolled** – No discount.
2. **Two students enrolled** – 10% tuition discount for each student in the Pre-Medical studies and Basic Sciences; 5% tuition discount in Clinical Science tuition.
3. **Three or more students enrolled** –
 - **Pre-Med and Basic Science:** 10% tuition discount for the first two students; 20% discount for each subsequent student.
 - **Clinical Science:** 5% tuition discount for all students in the family.

Additional Conditions

- The discount shall be applied in order of the year of enrollment of each family member (i.e., first to enroll in the program), and the discount shall continue based on continuous years of enrollment at the school. If a family member has a break of **two or more semesters**, their date of enrollment for purposes of this policy will be void.
- In the event of a discount involving more than two immediate family members with the same date of enrollment, the higher discount rate shall apply to the **lesser tuition cost**. If tuition cost is the same, the discount rate distribution will be made at the discretion of the school.
- *In cases where one (or multiple) family member(s) is awarded financial aid, the tuition discount rate will be applied to the charge after the financial aid has been applied.*

Discount Continuation and Termination

- The discount will continue **so long as all family members—for which discounts are received—are enrolled in the school**.
- If one of the students **withdraws, transfers, is expelled, takes unapproved leave of absence, or remains inactive for more than two billing cycles**, the remaining discounts for subsequent tuition charges will be recalculated based on the number of family members still enrolled at the school.
- A **graduate of the school (alumni)** will perpetually be considered an enrolled family member **so long as they maintain active membership in the school's alumni association, which includes fulfilling any membership dues, attending a minimum number of alumni events, or engaging in other school-supported activities as defined by the alumni association bylaws. so long as they maintain active membership in the school's alumni association.**



Additional Terms

- This policy **does not apply** to **fees and other charges**.
- This policy **CANNOT be applied retroactively** and will go into effect starting with the **first billing cycle following the approval and announcement of the policy**.
- The discount offered through this policy **cannot be combined with any other published tuition discount offering**.
- This policy **supersedes and replaces** any other arrangements for family tuition discounts that may have been in place before the effective date of this policy.
- All approved discount amounts will be applied to the student after the drop date, around the 3rd week of the semester.
- All family members enrolled **must be in good financial standing** to receive the discount.

Proof of Eligibility for Immediate Family Tuition Discount

The Finance Office shall require **adequate proof** that a student is eligible. In cases where proof is disputed, students may submit an appeal to the Finance Office within 30 days of the initial determination. The appeal will be reviewed by a designated review committee, and a final decision will be communicated within 14 business days. for the **Family Tuition Discount**. In most cases, the required proof will include one of the following:

- **Marriage certificate** (for spouses)
- **Birth certificate** (for parental or sibling relationships)
- **Proof of adoption**

Application

To apply for the Family Tuition Discount, please visit SJSMCentral.com, and go to Downloads to download the latest application. Please follow the instructions on the form to complete your application.