



# Northern Marianas College Procedure

Procedure No.: 7015.2      Procedure Title: Tuition Discount for CNMI Government Employees

Issuing Date: 06/16/16      Adoption Date: 06/16/16      Effective Date: 06/16/16

Office of Origin: Chief Financial Officer

Procedure Approval Authority: President *P. P.*

Board Policy No. associate with this procedure: 7015

This Procedure Supersedes/Replaces: 3037/4215/5010.11/8001.14

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*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

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**Overview/procedure description**      This procedure outlines the process for applying tuition waivers for employees of the Commonwealth of the Northern Mariana Islands government.

**Areas of Responsibility**      Chief Financial Officer, Financial Aid Office, Office of Admissions and Records, and Finance Office

**Procedure details**      Northern Marianas College will provide a tuition discount for certain categories of students.

**1) Eligible Categories of Students:**

a. **CNMI Government Employees (GEPDAP):** The Government Employees Professional Development Assistance Program (GEPDAP) is geared to provide professional development for qualified employees of the CNMI government:

i. GEPDAP candidates must be current employees of the CNMI government who have been employed for a continuous period of twelve (12) months. Qualified government employees must provide employment verification each semester to show proof of current employment in the CNMI government. Candidates who no longer work for the CNMI government will be ineligible to receive GEPDAP assistance.

**2) Procedures for Tuition Discount:** Tuition Discount for CNMI Government Employees are subject to the following rules.

a. Students eligible for Tuition Discount will receive a discount on their tuition of three (3) credits per semester (fall and spring only) for a maximum of 6 credits per calendar year for academic courses and non-degree unit courses (NDU's);

b. Tuition Discounts do not apply to any fees, books, or supplies;

- c. Tuition Discount benefits are applicable for regular NMC academic courses geared towards a student's degree program only. Benefits do not apply to Community Program courses, Outreach Programs, specialized training, proposals, repeated courses, or Memoranda of Understanding/Agreement or other approved contracts;
- d. Students must maintain a minimum grade point average of 2.0 for the semester in which tuition was discounted in order to continue to avail of the Tuition Discount benefit;
- e. Tuition Discount benefits apply only after the application of grants or scholarships. Otherwise, candidates must provide proof of ineligibility to receive CNMI Scholarship Grant, Federal Financial Assistance, and any other Commonwealth financial aid programs prior to registration;
- f. Tuition Discount benefits are based on space availability during the last day of registration only. A Tuition Discount will be granted only after the College meets the minimum number of paid enrollments for the class as defined by NMC procedure or directive. Candidates may register only during the dates specified and only after they have submitted the other requirements listed above. Eligible students who choose to register during the regular enrollment period will forfeit eligibility for the Tuition Discount;
- g. Qualified candidates will have their Tuition Discount benefit moved towards the balance of their account. In no case will a Tuition Discount will be refunded to the student;
- h. Students are responsible for submitting all required documents two weeks in advance of registration period and may not claim the Tuition Discount after the prescribed registration period;
- i. The Office of Admissions and Records (OAR) shall be responsible for reviewing applications for Tuition Discounts and that the criteria in this procedure are applied appropriately. Upon determining a student's eligibility for Tuition Discount and assessment of a student's tuition, OAR should code the student's record to reflect a Tuition Discount;
- j. If a student's eligibility for the Tuition Discount is found to be invalid before the last day of the applicable semester, tuition and fees shall be assessed to the student's account, and it will be the responsibility of the student to settle the account;
- k. CNMI government employees who avail of this Tuition Discount must agree to and sign an CNMI Government Employee Tuition Discount Payback Agreement;
- l. CNMI government employees must reimburse the tuition waived for any courses that the student fails or withdraws from after the

add/drop period, if a student's eligibility for the Tuition Waiver is found to be invalid before the last day of the applicable semester, or if an employee voluntarily separates from the CNMI government during the term in which the Tuition Discount is availed. Tuition and fees shall be assessed to the student's account, and it will be the responsibility of the student to settle the account;

- m. All payments must be paid before the end of the term for which the Tuition Discount was applied and made in accordance with Finance Office policies and procedures;
- n. Only one type of tuition waiver or discount may be availed by a student at a time.

3) **Exceptions:** Any exceptions or special circumstances require prior written approval of the President and must include supporting documentation of the exception.

4) **Budgetary Considerations:** Budgetary considerations make it necessary to grant tuition waiver on a year-by-year basis only, and this policy is subject to review and/or change based on availability of funds.

**References**

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