

7. It does not include laboratory fees, surcharges for applicable courses, private music or flight lessons, independent study or reading courses, student teaching, courses in the Center for Intensive English, international languages taught as prerequisites for advanced degrees and courses taken off campus.
8. This plan is applicable to classes where space is available and where hiring of additional faculty or staff is not required. In the event a class is not available, notification is given as soon as possible after the end of the drop/add period.

Local Area Teachers—Thirty-Three Percent Tuition Discount.

Full-time teachers employed in Berrien County or South Bend/Mishawaka area schools who are not fully credentialed, may receive a 33% reduction of tuition for undergraduate courses taken toward the completion of their teacher certification requirements. Application for the tuition reduction can be obtained in the dean’s office and must be completed no later than the first two weeks of each semester. The student must provide proof of area school employment. Students eligible for this reduction are not eligible to receive any other Andrews discretionary funds.

Workers from Overseas Divisions—Tuition Discount. “When any division other than the North American Division sends its workers or their dependent children to attend colleges in the North American Division and makes financial payments from denominational funds on behalf of such students directly to the college concerned, the college will match dollar for dollar with the sending division, up to 25% of undergraduate tuition. If the person also receives a Federal or State scholarship (or grant), the school may reduce this discount in direct proportion to the amount of such scholarship. Such remittance must come through the division and on approval of the division committee” (North American Division Working Policy, F 80 15).

Retiree Tuition Discount. A retired person who has reached age 65 may receive a 50% tuition discount for up to three undergraduate or graduate courses per year.

Former Andrews University employees who have retired may receive a 75% tuition discount. Admission to limited enrollment courses is contingent upon space available in the class, with preference being given to students paying regular tuition rates. Any additional class fees and/or supply fees are the responsibility of the student.

This discount applies to credit, audit, or non-credit classes. This discount does not apply to independent study, directed reading, private music lessons, practicums, clinical experiences, or any instruction outside of the normal classroom setting. Application for this 50% or 75% discount should be made to the dean of the school involved. The dean then authorizes the appropriate discount.

GRADUATE FINANCIAL ASSISTANCE

QUALIFYING CRITERIA

For financial aid eligibility, graduate students must meet the rules in the following two areas:

- **Enrollment Status**—Students must be accepted into a curriculum authorized by the faculty of their respective school. Students enrolled on PTC status (permission to take classes) are not eligible to receive financial aid.
- **Course Load**—Students are awarded financial aid based on their percentage of full-time enrollment as defined in “Class Loads and Financial Aid” on p. 67. Special regulations apply to students who have completed all course work and are preparing theses, projects, or dissertations.

College of Arts and Sciences, College of Technology, School of Business, and School of Education. Students who have completed all course work in an approved graduate program may not have completed all work needed to complete a degree. Upon recommendation of the student’s committee chair or departmental chair, the dean of the school may determine the student to be enrolled full time provided the student:

1. Has enrolled for the required number of project, thesis, or dissertation credits but has not completed the work.
2. Is enrolled in EDPC810 or EDPC820 (Internship).
3. Is enrolled in FDNT594 (Practicum). In addition, doctoral-level students must enroll for Dissertation Continuation or EDPC810/820; master’s-level students must enroll for Project or Thesis Continuation, EDNT594, or GCAS650 to qualify for this status.

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Students To obtain full-time status for the MA degree, the student must register for GSEM688 Master’s Degree Continuation after he/she has registered for allowable thesis credits but has not finished the work. Confirmation by the dissertation chair that full-time work is being done must be sent to Student Financial Services.

FEDERAL AID

Students should read the General Information (p. 66) and Satisfactory Academic Progress sections (p. 69), to determine their eligibility for financial aid.

Federal Direct Loans are available to graduate students. To apply for this aid, refer to p. 66, General Information, and the Financial Aid Chart, p. 76.

STATE AID

Students from the College of Arts and Sciences, School of

circumstances. The appropriate authorizing office sends written