

Tuition Fee Discount Policy for Spouses and Dependent Children of Faculty and Staff at Wenzhou-Kean University

To attract and retain talents and encourage faculty and staff members' spouses and dependent children to study at Wenzhou-Kean University, this tuition fee discount policy for spouses and dependent children of WKU faculty and staff has been formulated after gaining approval from the university leadership.

1. Applicable object

This policy only applies to full-time faculty and staff members at Wenzhou-Kean University who have worked full-time for a minimum of one (1) year prior to the start of the first day of the academic year applied for. Their spouses or dependent children (only limited to biological, legally adopted children, stepchildren and under the age of 24) are full-time registered Wenzhou-Kean University students and pursuing their first undergraduate degree at Wenzhou-Kean University.

2. Discount

During faculty and staff members' full-time employment, the University offers 40% off discount of tuition fee for their spouses and dependent children each academic year.

3. Application and Review

- 3.1 Faculty and staff members shall correctly fill out *Wenzhou-Kean University Request for Tuition Fee Discount for Spouse and Dependent Child* (attached), submit it as well as relevant certification documentation to Human Resources Office before the beginning of each academic year. Certification documentation includes but not limited to resident register, certificate of relationship (marriage certificate, birth certificate etc.).
- 3.2 Human Resources Office shall review applicant's documentation within five business days upon receiving application, and prepare a name list of eligible students to Office of Financial Services.
- 3.3 Office of Financial Services shall apply discount on eligible students' tuition fee and notify those students to pay.
- 3.4 Students shall pay their tuition fee by the stated deadline when notified.
- 3.5 Faculty and staff members shall apply for tuition fee discount each academic year even for the same enrolled student. Starting from the second academic year, they only need to fill out *Wenzhou-Kean University Request for Tuition Fee Discount for Spouse and Dependent Child* and check "Continuous Application", without submitting certification documentation again.

4. Others

- 4.1 When a student drops out, transfers to another university, suspends or attends Study Abroad Program, tuition fee that he/she has already paid cannot be refunded.
 - 4.2 This policy is not applicable to extra tuition caused by extra credit. Extra tuition shall follow *Interim Policy on Tuition and Fees*.
 - 4.3 In case of falsification, the eligibility of tuition fee discount shall be cancelled. At the same time, the outstanding tuition fee shall be paid.
 - 4.4 Tax issue concerning the welfare of foreign individuals shall be handled in accordance with national regulations.
 - 4.5 This policy takes effect for five (5) years, from academic year 2018 to academic year 2022. No retrospective adjustment shall be made.
5. Applicant meet the following requirement may also apply for relevant subsidy from WKU Foundation.

Wenzhou-Kean University Foundation will publish the subsidy regulations separately.