

**BERKELEY COLLEGE  
GRADUATE TUITION FREEZE POLICY**

**Scope & Purpose**

This Policy establishes the terms under which full time students enrolled in a graduate degree program may lock-in their full time tuition rates. It applies to any student who is eligible for a tuition freeze at the start of the Fall Semester, 2015 or becomes eligible thereafter.

**A. Eligible Students**

Full Time tuition rates shall not increase for a student who

(1) maintains full-time enrollment in a graduate program for two consecutive semesters, beginning with the student's first semester in that program; and

(2) thereafter maintains continuous full or part-time enrollment in that graduate degree program, with no more than one semester of absence from the College;

or

(3) is a military/veteran student readmitted to the same program after leaving it for active duty, beginning with the first academic year in which the student returns.

**B. Procedures for Determining Eligibility**

(1) The Student Accounts Office shall review all pertinent information concerning each reactivated student enrolled full time in a graduate degree program, including the student's tuition group, to determine whether such student is eligible for a tuition freeze and to verify that the student is charged the correct rate.

(2) As an additional control, the Student Accounts Office will (a) create a query that identifies students who were enrolled full time in a graduate degree program prior to the previous semester and (b) compare the resulting list to the assessment report to identify any possible errors.

**C. Questions**

Students should contact the Student Accounts Office at their respective campuses if they have questions or need further information.