

**BERKELEY COLLEGE
UNDERGRADUATE TUITION FREEZE POLICY**

Scope & Purpose

This Policy establishes the terms under which full time students enrolled in undergraduate degree programs 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 Quarter, 2012 or becomes eligible thereafter.

A. Eligible Students

Full Time tuition rates shall not increase for a student who

(1) maintains full-time enrollment in an undergraduate degree program for three consecutive quarters or two consecutive semesters, beginning with the student's first quarter or semester at the College; and

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

or

(3) is a military/veteran student readmitted to the same program after leaving for active duty, beginning with the first academic quarter or semester 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 an undergraduate 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 undergraduate degree programs prior to the previous quarter or 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.