



UNIVERSITY OF PASADENA (UPAS)
Operational Procedures

Doc # :PO-AC-09.3

Title: Fee Reduction Policy


Rev # : 04

Approved By: Chief
Executive Officer (CEO)

Date : 15 Sep 2022

REVISION HISTORY

Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Academic Officer (CAO)	03 Dec 2019
2	No Change	Chief Academic Officer (CAO)	02 Dec 2020
3	No Change	Chief Academic Officer (CAO)	06 Sep 2021
4	No Change	Chief Academic Officer (CAO)	15 Sep 2022

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1. Purpose

1.1 This document outlines a policy for providing tuition fee reduction.

2. Scope

2.1 This policy applies to all students who wish to enroll or currently enrolled at University of Pasadena.

3. Definitions

3.1 Fee reduction – reducing the tuition fees

4. Responsibility

4.1 The Chief Academic Officer (CAO) is responsible for the effective implementation of the policy.

5. Procedure/Process

- As a marketing strategy to enroll more students at the University, UPAS admission team might recommend to reduce the tuition fees. The decision is made in consultation with the CAO, COO, CFO and CEO.
- A review meeting attended by CAO, COO, CFO and CEO, before the beginning of the new term will decide the new reduced tuition fees.
- The new reduced fees will be applicable to ALL students who apply for UPAS in that term and also for the students who are currently enrolled at UPAS.
- An email communication will be sent to all students (current, enrolled and potential) announcing the new fees and will also be advertised in UPAS website.

6. Review

The fee reduction policy is reviewed every year by University of Pasadena.