

	Categories of students who may apply for a reduction	Reduction percentages	Periods for submitting the request	Submission of the request		
				Path	Requested forms / documents	Renewal
1	Students who are members of the same family and are simultaneously registered at USEK N.B.: Each sibling benefits from the reduction	2 brothers/sisters: 10% 3 brothers/sisters: 20% 4 brothers/sisters or more: 30%	See the academic calendar	Student → Social Service Office	<ul style="list-style-type: none"> <li>Schooling allowance request for students of the same family</li> <li>Copy of the family status record (recent)</li> <li>Unofficial transcript for each student</li> </ul>	Every academic year (one form per family)
2	Brother, sister, nephew or niece of a Lebanese Maronite Order (OLM) member	50%	<b>For the fall semester:</b> from registration day to October 31	Concerned member of the OLM → Social Service Office	<ul style="list-style-type: none"> <li>a letter from the concerned OLM member explaining the kinship</li> </ul>	Submitted only once upon the student's first registration at USEK
3	3.1 USEK employee	75%	<b>For the spring semester:</b> from registration day to March 15	Employee → Human Resources Office (Approval) → Social Service Office	Schooling allowance request for USEK staff	Every academic year
	3.2 Son or daughter of a USEK employee	75%		Faculty → Human Resources Office (Approval) → Social Service Office	Schooling allowance request for USEK staff	
4	4.1. Full-time faculty at USEK / Son or daughter of a full-time faculty member at USEK (fully engaged)	75%		Faculty → Human Resources Office (Approval) → Social Service Office	Schooling allowance request for USEK staff	Every academic year
	4.2. Full-time faculty at USEK / Son or daughter of a full-time faculty member at USEK (partially engaged)	50%		Faculty → Human Resources Office (Approval) → Social Service Office	Schooling allowance request for USEK staff	Every academic year
	4.3. Part-time faculty at USEK / Son or daughter of a part-time faculty member at USEK (12h and more)	40%		Faculty → Human Resources Office (Approval) → Social Service Office	Schooling allowance request for USEK staff	Every semester
5	Son or daughter of a USEK employee / Son or daughter of a full-time faculty member at USEK / Son or daughter of a part-time faculty member at USEK (12h	15%		Employee/Faculty → Human Resources Office (Approval) → Social Service Office	Schooling allowance request for USEK staff	Every academic year (employee/full-time faculty) Every semester (part-time faculty)

	and more) who is registered in the School of Music					
6	Students who are members of a USEK sports team	15%	During the registration period	Go to the Sports Service		
7	Students who are members of the USEK Choir	15%	During the registration period	Go to the Faculty of Music		
8	Student jobs	Calculated according to the number of working hours per semester / 5h = \$300, 10h = \$600 and 15h = \$900	During the registration period	Go to the Student Affairs Office		
9	Students who submit a social aid request	Calculated according to the socioeconomic situation of the family	<b>Current students:</b> from February 1 to April 30 <b>First-year students:</b> from September 1 to October 31	Student → Social Service Office	Social file (Intranet or website) + Requested documents listed at the end of the file	Every academic year

**N.B: All forms are available on the University Intranet MyUsek.**