Tuition Waiver
(Subject to any additional conditions set out in collective agreements, this policy applies to all university support staff.)

2. General Policy Statement

2.01 Subject to the limitations contained in this policy or in applicable collective agreements, continuing and retired employees and their families will have their tuition fees waived.

2.02 The tuition waiver provided in this Policy does not imply exemption from any other fees which students may be required to pay, nor from any other requirements students are expected to fulfill.

2.03 The eligibility of an employee's spouse or child for admission to any academic course or program at Simon Fraser University shall not be affected in any way by the provisions of this Policy.

3. Definitions

3.01 Tuition Waiver - the non-payment of tuition fees for certain SFU credit courses and academic programs which is a taxable benefit to the employee.

3.02 University Support Staff - an individual with a bona fide employment relationship with the University, whose terms are detailed in an offer of employment governed by Personnel Employment Policies. This does not include individuals employed under academic employment policies or individuals who may work at or about Simon Fraser University but who are employed by other agencies such as, but not limited to, the following: The Simon Fraser Student Society, The Diamond University Club, various grant or contract holders (ref. GP 12 "grant employees"), independent contractors and other institutes operating independently of Simon Fraser University. University support staff may also be referred to as employees.

3.03 Child - a child, of either a continuing employee or a former continuing employee who retired or who passed away while employed, either through birth, adoption or legal guardianship who is under twenty-five (25) years of age at the start of the semester.

3.04 Continuing Employee - an employee with an appointment with no end date.

3.05 Full-time Employee - a continuing or a temporary employee appointed to work seventy-two (72) hours bi-weekly on a regular basis.

3.06 Part-time Employee - a continuing or a temporary employee appointed to work less than seventy-two (72) hours bi-weekly on a regular basis.

3.07 Spouse - an employee's legally married spouse or a person of the opposite or the same sex with whom the employee has co-habited as husband or wife for twelve (12) months and who is known in the community as the employee's spouse.
4. **Entitlement**

4.01 **Courses and Programs Covered**

Only S.F.U. academic programs and credit courses officially approved by Senate are covered. This includes the Co-operative Education Program and graduate programs, but excludes Continuing Studies non-credit courses, seminars, workshops, etc.

4.02 **Types of Fees**

The tuition waiver applies only to tuition fees levied for approved courses and programs. Tuition fees in this context also includes:

- course challenge tuition fees
- "on leave" fees for graduate students
- audit and special audit fees.

4.03 The tuition waiver does not apply to:

- student activity fees
- athletic and recreation fees
- late registration fees
- field activity or laboratory fees
- re-admission fees
- graduation fees
- any other miscellaneous charges.

4.04 The amount of the tuition waiver shall be prorated for university support staff employees and for the spouse and children of university support staff whose appointment is less than full time.

4.05 Subject to the limitations contained in this Policy, an employee's spouse and children shall retain their eligibility for tuition fee exemption in the event of the employee's death or retirement.

4.06 **Other Awards**

A student may not receive both a full tuition waiver and free tuition from an award. The tuition waiver will not be applied unless the student has declined the award.

5. **Eligibility**

5.01 All Continuing employees are eligible for tuition waiver and must be:

a. receiving salary at the start of the semester; or

b. on long-term disability or Workers' Compensation; or

c. an administrative and professional staff member on approved leave of absence.

5.02 All retired former continuing employees are eligible for tuition waiver.

5.03 **Spouse and Child**

a. The waiver is restricted to tuition fees of the spouse and child of either continuing university support staff or former continuing staff members who retired or who passed away while employed. No other dependents are included.

b. Where both parents would be eligible for full waivers for their children either may claim. When one parent is eligible for full waiver and the other is eligible on a prorated basis, the latter may claim his/her full entitlement and the full-time employee may claim the balance.
5.04 Loss of Eligibility
If the eligibility for this benefit is terminated during an academic semester in which a beneficiary is enrolled as a student at the University, the benefit shall be deemed to expire at the end of that semester.

6. Procedure

Applications for tuition waiver under this Policy shall be made in accordance with procedures developed and amended from time to time by the University or as governed by the terms of applicable collective agreements.

6.01 Current University Support Staff (for themselves or spouse or child)

a. The employee will obtain a tuition waiver application form (see Appendix I) from his/her department or Personnel.

b. The employee will complete the tuition waiver application form and certify that all conditions of the tuition waiver policy are met.

c. The Department Head will verify that the employee is continuing full-time or part-time, or if part-time will indicate the percentage of time worked.

d. The student will present the form to the Cashier's Office along with his/her fee assessment form and will pay all non-tuition registration fees, such as Athletics/Recreation and Student Society fees.

6.02 Retired Former Continuing Employee (for themselves or spouse or child)

a. The retired employee will obtain a tuition waiver application form from Personnel.

b. The retired employee will complete the tuition waiver application form and certify that all conditions of the tuition waiver policy are met.

c. Personnel will verify that the employee was continuing full-time or part-time when he/she retired and if part-time will indicate the percentage of time worked.

d. The student will present the form to the Cashier's Office along with his/her fee assessment form and will pay all non-tuition registration fees, such as Athletics/Recreation and Student Society fees.

6.03 Spouse or Child of Deceased Continuing Employee

a. The spouse or child will obtain a tuition waiver application form from Personnel, complete the form and return it to Personnel.

b. Personnel will ensure that the spouse or child meets the conditions of the tuition waiver policy and certify that the former employee was continuing full-time or part-time at the time of death and if part-time will indicate the percentage of time worked.

c. The student will present the form to the Cashier's Office along with his/her fee assessment form and will pay all non-tuition registration fees, such as Athletics/Recreation and Student Society fees.