Tuition Waiver

1. General Policy Statement

1.01 The University supports the concept of providing financial support for an Employee, his/her Spouse and/or Dependents to attend University credit courses in the pursuit of an undergraduate or graduate degree.

1.02 The eligibility of an Employee, his/her Spouse or Dependents for admission to any academic course or program at the University will not be affected in any way by the provisions of this Policy.

2. Eligibility

2.01 Continuing Employees are eligible for Tuition Waiver and must be

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

   b. on LTD or Workers' Compensation, or

   c. on approved leave of absence.

2.02 Retired Former Continuing Employees are eligible for Tuition Waiver.

2.03 Spouses and Dependents

   a. Spouses and Dependents of either a Continuing Employee, a Retired Former Continuing Employee, or a Continuing Employee who died while employed, are eligible for Tuition Waivers. No other Dependents are eligible for Tuition Waivers.

   b. Dependents for the purposes of Policy AD 10.12 must be under twenty-five (25) years of age at the start of the semester in which a Tuition Waiver is granted.

   c. If a Dependent's parents are both eligible for full Tuition Waiver, either parent may claim the Tuition Waiver. When one parent is eligible for full Tuition 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.

2.04 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 will expire at the end of that semester.

3. Entitlement

3.01 The amount of the Tuition Waiver will be prorated based on normal bi-weekly hours for a Part-time Employee and for the Spouse and Dependents of a Part-time Employee.

3.02 Only University academic programs and credit courses officially approved by Senate are covered. This includes the Co-operative Education Program and graduate programs, but excludes non-credit courses.
3.03 The Tuition Waiver applies only to tuition fees levied for approved courses and programs. Tuition fees in this context also include co-operative education fees, course challenge tuition fees, "on leave" fees for graduate students, audit and special audit fees.

3.04 The Tuition Waiver does not apply to student activity fees, athletic and recreation fees, student services fees, field activity or laboratory fees, re-admission fees, graduation fees, and any other miscellaneous charges.

3.05 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.

4. Procedures

4.01 Continuing Employee (for themselves or Spouse or Dependent)
   a. The Continuing Employee will obtain a Tuition Waiver application form from his/her department or from Human Resources.
   b. The Continuing Employee will complete the Tuition Waiver application form and certify that all conditions set out in Policy AD 10.12 are met.
   c. The department head will verify that the applicant for a Tuition Waiver is either a Full-time Employee in a Continuing Position or a Part-time Employee in a Continuing Position. If the applicant is a Part-time Employee in a Continuing Position, the department head will specify the percentage of time worked.
   d. The student will present the signed Tuition Waiver application form to the Cashiers Office along with his/her fee assessment form and will pay all non-tuition registration fees.

4.02 Retired Former Continuing Employee (for themselves or Spouse or Dependent):
   a. The Retired Former Continuing Employee will obtain a Tuition Waiver application form from Human Resources.
   b. The person referred to in (a) will complete the Tuition Waiver application form and certify that all conditions of Policy AD 10.12 are met.
   c. Human Resources will verify that the person was, on the date of his/her retirement, employed as a Full-time Employee in a Continuing Position or a Part-time Employee in a Continuing Position. If, on retirement, the person was a Part-time Employee in a Continuing Position, Human Resources will specify the percentage of time worked when employed.
   d. The student will present the signed Tuition Waiver application form to the Cashiers Office along with his/her fee assessment form and will pay all non-tuition registration fees.

4.03 Spouse or Dependent of deceased Continuing Employee
   a. The Spouse or Dependent of a person who, at the time of his/her death, was employed as a Continuing Employee, will obtain a Tuition Waiver application form from Human Resources.
   b. Human Resources will ensure that the Spouse or Dependent of a person referred to in (a) meets the conditions of Policy AD 10.12 and will verify that the person was, at the time of his/her death, employed as a Full-time Employee in a Continuing Position or a Part-time Employee in a Continuing Position. If the person was a Part-time Employee in a Continuing Position at the time of his/her death, Human Resources will specify the percentage of time worked while so employed.
c. The student will present the signed Tuition Waiver application form to the Cashiers Office along with his/her fee assessment form and will pay all non-tuition registration fees.