



# Tuition Waiver for Seniors Request

Please complete and return this form to the Registrar's Office

## Personal Information

Name: \_\_\_\_\_  
(Last Name) (First Name)

VCC ID: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Must be 65 or over before the first day of class)

Address: \_\_\_\_\_

City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Course Information

Program (if applicable): \_\_\_\_\_ Course Name: \_\_\_\_\_

Subject Code: \_\_\_\_\_ Course Number: \_\_\_\_\_ CRN: \_\_\_\_\_  
If known

Course start date: \_\_\_\_\_ Tuition Fee: \_\_\_\_\_ Total Course Fees: \_\_\_\_\_

Is there a course prerequisite? No Yes

I confirm that I have met the prerequisite(s): No Yes

Have you been approved for tuition waivers for other courses this calendar year? No Yes

### Student Declaration

I am a Canadian citizen or permanent resident of Canada (landed immigrant).

I have never previously received a tuition waiver for this course.

I have not received a tuition waiver for another course running at the same time as this course.

I will pay all non-tuition fees related to this course upon registration.

I understand that the class may be cancelled if there are not sufficient fee payers to run the course.

All the above information that I have provided is accurate and truthful.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Official Use Only

Approved Denied by \_\_\_\_\_ Date: \_\_\_\_\_

Registered Date: \_\_\_\_\_ by \_\_\_\_\_

Reference: Policy D.3.9 <http://www.vcc.ca/deptUploads/policies>

## VCC Tuition Waiver for Seniors Policy

Canadian citizens and permanent residents of BC who have reached the age of 65 before the first day of class and who register in a VCC course (Note 1) may have their tuition (Note 2) waived if:

- They are not displacing a fee paying students, and
- They present proof of meeting the age requirement, and
- They meet course prerequisites, and
- They pay all other fees (see Note 2), and
- There is sufficient enrolment to warrant running the course.

Tuition waivers for seniors are subject to the following conditions:

- Seniors cannot receive a tuition waiver more than once for the same course.
- Seniors cannot apply for a waiver for more than one course running at the same time
- Seniors cannot receive tuition waivers for more than three courses per calendar year.

The College reserves the right to limit the maximum number of tuition fee waivers available for seniors.

### Applies To

Canadian citizens and permanent residents of BC who have reached the age of 65 before the first day of class.

### Procedures

All Tuition Waiver Requests should be submitted to the Registrar, with the exception of the Centre for Continuing Studies (CSS) courses, which should be submitted to the Director of CSS.

1. After tuition paying students have had an opportunity to register, the Registrar or Director of CSS decides on all requests.
2. Applicants submit a request 24 hours (one business day) prior to class start. If a tuition waiver seat is available the registration will be confirmed.
3. Seniors who wish to audit a course must obtain permission from the department head prior to applying for the tuition waiver. Permission to audit does not guarantee approval of a tuition waiver request.
4. Anyone who registers as a tuition payer to ensure a seat in a courses will not receive a refund of tuition fees.

### Appeals

Appeals related to Policy execution will be considered if submitted in writing to the Registrar with the except of (CSS) course, which should be submitted to the Director of CSS. The Registrar or Director of CSS, will refer the appeal to an Appeals Committee who will render a decision within one month of receipt of the written appeal. Decisions of the Appeals Committee are final.

### Notes

- (1) Does not apply to the following:

Courses offered by VCC in conjunction with other intuitions or industry partners.

Challenge exams, prior learning assessments and recognition (PLAR) credits, labs, practicum, and co-op placement.

Other course as may be determined from time to time.

- (2) Tuition waivers apply to Course Tuition only. Tuition waivers do not include Course Fees such as, but not limited to, the following:

Fees for materials, supplies and laundry

College Incentive Fee

Application Fee

Prior Learning Assessment and Recognition (PLAR) Fee

Students' Union fees where applicable