



Title: **Tuition Fee Waiver for Seniors Policy**

Effective Date: **April 27, 2006**

Policy Category: **Education Support**

Policy Sponsor: **Registrar**

Number: **D.3.9**

Purpose	To inform VCC's community about tuition waivers for seniors.
Policy	<p>Canadian citizens and permanent residents of B.C. 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</p> <ul style="list-style-type: none">• they are not displacing a fee paying student, and• they present proof of meeting the age requirement and• they meet course prerequisites, and• they pay all other fees, and• there is sufficient enrollment to warrant running the course. <p>Tuition waivers for seniors are subject to the following conditions:</p> <ul style="list-style-type: none">• 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. <p>The College reserves the right to limit the maximum number of tuition fee waivers available for seniors.</p>
Applies to	Canadian citizens and permanent residents of B.C. who have reached the age of 65 before the first day of class.
Procedures	<p>All Tuition Waiver Requests should be submitted to the Registrar, with the exception of Centre for Continuing Studies (CCS) courses, which should be submitted to the Director of CCS.</p> <ol style="list-style-type: none">1. After tuition-paying students have had an opportunity to register, the Registrar or Director of CCS 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 course, 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 exception of (CCS) courses, which should be submitted to the Director of CCS.

The Registrar, or Director of CCS 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.

Related Policy

D.3.3 Tuition Fee Waiver Policy

Notes:

(1) Does not apply to the following:

- *Courses offered by VCC in conjunction with other institutions or industry partners.*
- *Challenge exams, prior learning assessments and recognition (PLAR) credits, labs, practicum and co-op placement.*
- *Other courses 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 material, supplies and laundry*
- *College Initiative Fee*
- *Application Fee*
- *Prior Learning Assessments and Recognition (PLAR) Fee*
- *Students' Union fees where applicable.*