



## **Tuition and Fee Waiver for Employees Policy**

<b>Purpose</b>	To inform VCC employees about tuition and fee waivers.
<b>Policy</b>	<p>Eligible VCC employees who register in a VCC course<sup>1</sup> may have their tuition and certain course fees<sup>2</sup> waived if:</p> <ul style="list-style-type: none"><li>• they are not displacing a fee paying student; and</li><li>• they present proof of employment status; and</li><li>• they meet course prerequisites; and</li><li>• there is sufficient enrolment to warrant running the course.</li></ul> <p>Tuition and fee waivers are subject to the following conditions:</p> <ul style="list-style-type: none"><li>• Employees cannot receive a tuition fee waiver more than once for the same course.</li><li>• The College reserves the right to limit the maximum number of tuition fee waivers available for employees.</li><li>• The College reserves the right to limit employee participation in a course or program.</li></ul>
<b>Applies to</b>	<p>Regular or permanent and temporary or term employees of VCC who are currently employed and have completed 6 months of continuous employment.</p> <p>Includes the following:</p> <ul style="list-style-type: none"><li>• Employees on maternity, parental or educational leaves.</li><li>• Centre for Continuing Studies (CCS) instructors who are currently employed at the College and have previously taught a minimum of 2 courses at the College, who have the approval of the Director of CCS, are eligible for fee waivers in CCS courses only.</li></ul> <p>Excludes the following:</p> <ul style="list-style-type: none"><li>• Employees who are on leave of absence other than identified above.</li><li>• Casual or auxiliary employees.</li><li>• Students who are employed by the College.</li></ul>
<b>Procedures</b>	Submit all Tuition Waiver Requests to the Registrar, with the exception of CCS courses, which should be submitted to the Director of CCS.

1. Prior to the start of class, the employee submits a Tuition Fee Waiver Request.
2. After tuition-paying students have had an opportunity to register, the Registrar or Director of CCS decides on all requests.
3. Anyone who registers as a fee payer to ensure a seat in a course will *not* be entitled to a refund of tuition fees.
4. Time off from work to attend courses will be permitted in accordance with the applicable Collective Agreement and is subject to approval of the supervisor and any other approvals that may be necessary.

## 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 Replaces

D.3.9 Tuition Fee Waiver for Seniors Policy

Tuition Fees Waivers, Policy #2.2.1.5

Waiving of Tuition Fees, Policy #2.5.1.1

Waiver of Tuition Fees, Policy 2.1.1.1

Tuition Fee Waiver, Policy D.3.3 (January 14, 1997)

Tuition Fee Waiver Policy #D.3.3 (March 26, 1998)

Tuition Fee Waiver Policy #D.3.3 (April 27, 2006)

Notes:

<sup>1</sup>*This Policy does not apply to the following:*

- *Courses offered by VCC in conjunction with other institutions or industry partners.*
- *Human Resources Department (“HRD”) courses that require payment.*
- *Other courses as may be determined from time to time.*

<sup>2</sup>*Tuition Fee waivers include:*

- *Course Tuition*
- *College Initiative Fee*
- *Application Fee*
- *GST (where applicable)*

*Tuition Fee waivers do not include:*

- *Fees for materials and supplies*
- *Laundry fees*
- *Student’s Union fees where applicable*
- *Prior Learning Assessments where testing or evaluation is required.*

*NB: Tuition and fee waivers may result in a taxable benefit to employees for courses taken which are not related to current or future employment.*

**1. Policy Sponsor** Associate Vice President, Human Resources

**2. Approvals:**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date**