

TUITION FEES, UNIVERSITY PERSONNEL

Approval Authority	President
Responsible Executive	Chief Financial Officer and Vice-President Administration
Related Policies / Legislation	

POLICY

All full-time employees will be allowed to register and enrol in any one (1) course per semester without payment of the course fee, subject to the following conditions:

1. This waiver applies only to the actual fee for the course. Any other expenses necessary for participation in the course such as supplies, theatre tickets, equipment rental, etc. must be paid by the employee.
 2. Personnel must register with the Admissions Office and be issued a student number and be identified as a University employee.
 3. If the course offered is scheduled at a time which conflicts with the employee's regular work hours, enrolment must be authorized by his/her immediate supervisor in consultation with the Administration. The supervisor will use as a criterion for permission that the course requested be of direct benefit to the employee and the university in terms of career growth.
 4. As a minimum number of full-fee payers are required in each course to enable it to be offered, the university reserves the right to limit the number of university employees in any given course.
 5. Admission priority in Continuing Studies courses will be given to full-fee payers. Employees are to register the day before the class starts; if minimum enrolment has been achieved prior to registration of the employee, the employee registration will be processed.
 6. Certain courses may be listed as "no discount". These courses are not available for tuition waiver.
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