

TUITION WAIVER - EMPLOYEE EDUCATION BENEFIT

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	C. People & Culture
Parent Policy:	C28
Approval Date:	March 15, 2024
Effective Date:	March 15, 2024
Procedure Owner:	Chief People & Culture Officer Registrar & Director, Student Services

Overview:	<p>The purpose of the procedure is to provide operational procedures on the provision of the Tuition Waiver as an employee education benefit.</p> <p>Terms and Conditions</p> <ol style="list-style-type: none"> 1. The Employee Education Benefit is a taxable benefit. 2. Defining Regular Credit Programming and Cost-Recovery Programming for the purposes of this policy shall be the responsibility of the Office of the Registrar in consultation with the respective academic leader. 3. Combined Tuition Waiver and institutionally administered awards cannot exceed the value of tuition. 4. The Tuition Waiver is available to members of OCFA, AUPE and AME as defined in the respective Collective Agreements or Terms of Employment. 5. The Tuition Waiver outlined in this policy cannot be combined with other waivers or benefits such as the Tuition Waiver - International Student Athletes. 6. Staff, faculty and their immediate family members must meet the regular admission requirements of the courses or programs being considered. 7. Part-time permanent staff, faculty and their immediate family members are eligible for the benefit, based on a prorated calculation of the employee's percentage of employment.
Procedures:	<p>To apply for the Employee Education Benefit a staff or faculty member must complete the following steps:</p> <ol style="list-style-type: none"> 1. Review eligibility for the Employee Education Benefit by reviewing the terms and conditions of the respective Collective Agreement or Terms of Employment. 2. Staff and faculty considering enrolling at Olds College of Agriculture & Technology (the "College") should make arrangements with their immediate supervisor prior to enrolling. 3. Staff and faculty must apply to the respective College program they are wishing to enroll in via Apply Alberta.

- a. Review the linked Appendix which lists the current Regular Credit Programming and Cost-Recovery Programming for reference on the applicable benefit.
- b. Eligible immediate family members must apply through Apply Alberta for entry into their program of choice. Regular admission requirements will be followed for all applicants.
- c. For programs not listed on the linked Appendix, please contact the Office of the Registrar for a review and determination.
4. The Tuition Waiver Form must be submitted by the staff or faculty member through the approved form process.
 - a. Tuition Waiver Forms must be submitted no later than two weeks prior to the course start date.
5. Approved Tuition Waivers will be applied against the tuition fees on the student account.
 - a. The Tuition Waiver only applies against tuition fees on an account. Other fees such as, but not limited to: mandatory non-instructional fees, program fees, field trip fees and user fees are not included in the Tuition Waiver.
 - b. Cost-Recovery Programming is eligible for a \$200 credit to apply to the student account only.
6. A new Tuition Waiver Form must be submitted each term.
7. If a student in receipt of a Tuition Waiver decides to withdraw following the add/drop deadline there will be a 50% penalty assessed.
 - a. Refunds related to tuition fees covered by the Tuition Waiver are non-refundable.

Definitions:

Immediate Family: As defined in the relevant Collective Agreement or Terms of Employment.

Regular Credit Programming: Programming that is offered at the College for credit and is determined to be tuition waiver eligible.

Cost-Recovery Programming: Programming that is offered at the College that is deemed to be cost-recovery as determined in collaboration between the program's academic leader and the Registrar.

Tuition Fees: Fees the College has been authorized to collect by the Provincial Government under the *Post-secondary Learning Act [Sec. 61(1)]* for the use of instruction in courses that are part of programs approved by Alberta Advanced Education (AAE) under the *Program of Study Regulation (AR 91/2009)*.

Related Information:

B12 Tuition & Fees
 B27 Tuition Waiver - International Student Athletes
[Tuition Waiver Form](#)
[Appendix A: Program List - Tuition Waiver](#)

Review Period:

3 years

Revision History:

New: September 2016
 Revised: March 2024