

Procedure 33.01.001
Waiver of Tuition for
University Employees in Courses

Type:	C - Institutional	Last Approved: Nov. 22, 2012
Executive Responsibility:	Provost and Vice-President Academic	Next Review: Nov., 2016
Administrative Responsibility:	Registrar, and Director of Enrolment Services	Policy: 33.01

STATEMENT:

Provincially-Funded Courses:

Provincially-funded courses are courses funded by the Ministry of Advanced Education, or the Industry Training Authority (ITA), for which students pay regular tuition fees.

University employees, falling within the VIUFA, CUPE, BCGEU, and Administration jurisdictions, who have an eligible¹ appointment may register in courses in the Fall/Spring and Intersession terms at no cost based on the following conditions:

1. Tuition free enrolment is dependent upon no fee paying student being displaced and is subject to departmental operational needs, determined by the Dean, Director, or Campus Principal.
2. All admission prerequisites for a course must be satisfied.
3. Employees will be required to pay an application fee, as specified from time to time by the Registrar and Director of Enrolment Services, and any laboratory or material fees, and student society fees.
4. All academic regulations will apply.
5. Employees may register any time on or after the first registration date assigned to unclassified students.
6. Employees may be subject to other rights or restrictions and should consult the appropriate collective agreement.

¹ Eligible means

- as defined in respective collective agreements or Terms and Conditions of Employment for Administrators and Term Administrators policy

Revenue-Dependent Courses:

Revenue-dependent courses are courses in which:

- there is no provincial funding and students pay differential (non-regular) fees to cover the full cost of the courses and courses; or,
- there is provincial funding and students pay differential fees to cover the extraordinary cost of the courses.

Courses may be used for credit or not-for-credit. Summer Session courses are considered to be revenue-dependent and are not used for Full-Time Equivalent (FTE) calculations.

Eligible University employees will be allowed to enroll in revenue-dependent courses, at no cost, based on the following conditions:

1. The minimum number to meet the financial threshold is reached with fee paying students; and there is a seat available in the course.
2. All admission prerequisites for a course must be satisfied.
3. Employees will be required to pay an application fee, as specified from time to time by the Registrar and Director of Enrolment Services, and any laboratory or material fees, and student society fees.
4. All academic regulations will apply.
5. As revenue dependent courses operate on a cost-recovery basis, priority must be given to fee-paying students. Registration with a waiver of tuition is not available until three working days prior to the start of the course.
6. Some courses may be excluded and may not be available to employees under this policy; e.g. courses for which the instructor is paid on a "per participant" basis or international field school. Such excluded courses will be identified to the Registration Centre by the respective department/faculty.
7. If an employee registers as a fee-paying student, he/she cannot later request a refund and/or switch to "free" status.
8. Employees may be subject to other rights or restrictions and should consult the appropriate collective agreement.

Forms with Applicable Guidelines:

- [Request for Employee Tuition Waiver -VIUFA](#)
- [Request for Employee Tuition Waiver - CUPE](#)
- [Request for Employee Tuition Waiver -BCGEU](#)
- [Request for Employee Tuition Wavier -ADMIN](#)