TUITION WAIVER REQUEST PROCEDURE

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

Functional Category:	Human Resources
Parent Policy:	Employee Development Policy
Approval Date:	November 1, 2018
Effective Date:	November 1, 2018
Procedure Owner:	Executive Director, Workforce Development and Human Resources
Procedure Administrator:	Manager, College Learning Teaching and Development (CLTD)

Overview:

This procedure defines the approval criteria and required actions for employees to access NorQuest College (college) credit and non-credit courses and have college tuition and mandatory fees waived.

Authority to establish this procedure is derived from the NorQuest College Board of Governor's Policy No. 5, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

College employees may request a waiver of tuition and mandatory fees for a course, including the auditing of a course, offered at NorQuest College. Approval for this waiver is subject to the eligibility, conditions and other requirements set out below.

Eligibility

- All employees with six months of continuous service with the college are eligible to register in a NorQuest College credit or non-credit course each semester. Some non-credit cost recovery courses may not be available for tuition waiver.

Conditions

- A tuition waiver is limited to a maximum of one, credit or non-credit course per term, subject to space availability in a class. Registration will occur on the second last day before the term or course begins.
- In exceptional situations, where the employee has the support of the supervisor and the courses/program are relevant to the role of the employee, a special request may be made to take more than one course in a given term or to waive the eligibility requirement of six months of continuous service.
  - The supervisor is to send an email request to the Manager, CLTD (the Procedure Administrator) explicitly indicating the nature of the exceptional situation, the relevance of the training to the employee's position/job duties and the reasons for supporting the employee's request.
  - The Procedure Administrator will send an email to the employee and supervisor to indicate if the special request has been approved. The email can be attached to Tuition Waiver application forms.
  - This request must be completed a minimum of two weeks prior to the beginning of the term.
  - If the total waived tuition is more than $2500, a Return to Service Agreement must accompany the application form.

- Employees who apply to college credit programs will have the application for admission fee waived.
- Course materials, text books, or software, required for the course, are the responsibility of the employee.
- Should employment terminate for any reason prior to the midpoint of the course, the cost of tuition and mandatory fees will become the responsibility of the employee.
- Time spent during normal working hours in a college course that is relevant to the role of the employee at the college may be required to be made up depending on workload demands.
- Time spent during normal working hours in a college course taken for personal interest, must be made up by the employee, or vacation hours used.
- Courses requested that are of relevance to the role of the employee, as verified by the immediate supervisor, are not taxable benefits. Courses taken for the employee's personal interest are a taxable benefit and will be recorded as such on the employee's record of pay.

Approval

Subject to above conditions the supervisor will:

- consider operational requirements before approving courses taken during normal working hours;
- not unreasonably withhold approval;
- and approve courses for tuition waiver purposes that are taken on personal time.

Actions

- Employees must complete, sign, and submit the Tuition Waiver Request Form to their immediate supervisor for approval.
- The supervisor will determine if the form is fully complete; incomplete forms will be returned which may prevent registration.
- The supervisor will determine if the employee is eligible, attending the class is not disruptive to normal operations, and agreement for making up time in class is in place, if required.
- The supervisor will complete the section of the form specific to work role relevance for the requested course.
- Where the request is not approved, the supervisor advises the employee.
- Where a request is approved, the supervisor signs and the employee submits the approved Tuition Waiver Request form as follows:

    - For *credit* courses - to the Office of the Registrar (OR).
        - Registration for tuition waiver courses are entered on the second last day before the term or class begins provided the minimum class enrolment has been met with regularly subscribed students, and the class is not full.
        - The OR will email the employee notice of their registration status (registered or unable to register).
    - For *non-credit* courses - to Business Development (BD).
        - BD will determine if the non-credit course requested is eligible for a tuition waiver and inform (email) the employee if the course is ineligible.
            - If the course is eligible, BD will send the form to the OR.

- BD will inform the employee of their registration status if the course is not eligible for their registration.
  - Registrations for tuition waiver courses are entered on the second last day of course registration provided the minimum class enrolment has been met with regularly subscribed students and space is available.
  - The OR will email the employee of their registration status that they are registered.
- The Office of the Registrar will send completed Tuition Waiver Request forms to Workforce Development and Human Resources; Employee Services.
- Employee Services will record if the course being taken is a taxable or a non-taxable benefit and process accordingly.
- For fees, materials, books, etc. not covered by this Waiver, an employee may apply to their department for Professional Development funds.

Return Service Agreement (RSA)

The following information outlines the conditions that will determine if a RSA is required, the duration of the RSA and the effective date. A link to the Return Service Agreement Template is provided at the end of this procedure.

A RSA is required when

- Professional Development is initiated by the employee to enhance their skill set, credentials and/or professional credibility, and the learning event is fully or partially funded by the college, through department and/or college wide funds given the thresholds indicated below.

Type of PD Learning Event	RSA Requirement
Courses (Graduate, credit, non-credit)	Over $2500 funded per semester
Conferences, Workshops, Seminars	Over $5000 per learning event

A RSA is NOT required for

- Professional Development where the college requests or requires the employee to attend a learning event in order to enhance skills and knowledge, for the employee or for the department/division, or to represent the college, and the total amount funded is under $5000.

A RSA MAY be required if

- the college requests and requires the employee to attend a PD event, and the total amount funded is over $5000. To determine if a RSA is required, a decision will be made in consultation with the respective signing authority and the Procedure Administrator.

If a RSA is required, the following guide will be used to determine the duration of the RSA.

Total Amount Funded (per semester / learning event)	Duration of RSA
Over $5000.00	~18 months or more, depending on amounts
$3500.00 – $5000.00	12 months
$2500.00 - $3499.99	6 months

	• The requirement for an RSA will be determined based on the total value of the funding provided from both the tuition waiver and any other college funds, per semester (for courses). • When an employee receives new PD funding which requires a RSA and has an active RSA in place, the agreements will run concurrently. • RSA effective dates begin upon completion of the learning event, or the date of reimbursement, whichever is the latter. • The Procedure Administrator and the procedure owner will determine the duration of any RSA for over $5000.
Definitions:	**Employee**: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements. **Mandatory fees**: which are automatically assessed to the student account include: application for admission fee, tuition deposit, students' association fees, registrarial fee, program and supplies fee, textbook rental fee, student health/dental plan fees, and U-Pass fees.
Related Information:	• Employee Development Policy • Professional Development Support Procedure • Graduate Studies Funding Procedure • NorQuest College Schedule of Classes (access in PeopleSoft HR/Student)
Related Documentation:	• Tuition Waiver Request Form • Return Service Agreement Template
Next Review Date:	May 2020
Revision History:	1. August 2011: New 2. August 2013: update for document links and branding 3. September 2014: revised to reflect process changes November 2014: update for document links 4. August 2018: revised and updated 5. October 2018: Revisions to RSA information and wording updates