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8.5 EMPLOYEE TUITION FEES

ENABLING LEGISLATION + LINKED POLICIES

Income Tax Act

Other Laws of General Application

Collective Agreements

OBJECTIVE

The objective of this policy is to establish parameters for waiver of tuition fees for employees.

SCOPE

This policy applies to all Emily Carr University of Art + Design (University) employees.

POLICY

1. CREDIT COURSES

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

- (a) The Employee must meet admission guidelines for the course, whether it is portfolio assessment or prerequisite courses.
- (b) This waiver applies only to the actual fee for the course. Any other expenses necessary for participation in the course such as supplies, equipment, books, etc. must be paid by the employee.
- (c) Personnel must register with the University Admissions Office and be issued a student number and be identified as a University employee.
- (d) If the course is scheduled at a time which conflicts with the employee's regular work hours, enrolment must be authorised by his/her immediate supervisor in consultation with Human Resources. Time off will not normally be considered.
- (e) 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.

2. NON CREDIT COURSES

Admission priority in non-credit Continuing Education courses will be given to full-fee payers. University and retired employees are to register the day before the class starts, and if minimum enrolment has been achieved prior to registration of the University employee, the employee registration will be processed.

3. GENERAL

Admission priority in credit and non-credit Continuing Education courses will be given to full and part-time employees prior to temporary employees. A temporary employee (including sessional faculty) is only eligible for fee waivers for courses that commence and end within the employee's term of employment. Retired employees will be given admission priority after full, part-time and temporary employees have been admitted. Retired employees are classified as those individuals who have retired from the University and the workforce under the provisions of the Pension Plan.

Certain courses may be listed as "no discount". These courses are not available for tuition waiver and include all graduate level courses. If a course is not job related, it will be considered a taxable benefit to the employee will appear on the T-4 slip of the employee.