

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	C. Human Resources
SUBJECT:	Tuition Waiver - Employee Education Benefit
POLICY NUMBER:	C28
CROSS REFERENCE:	B12 Student Fees B27 Tuition Waiver - International Student Athletes

NEW

Administrative Services Committee

Academic Council

September 19, 2016

POLICY STATEMENT

As part of our commitment to supporting the continuing health and well-being of staff members and their families, Olds College provides a tuition waiver for eligible AUPE, OCFA and AME employees.

Tuition Waiver for Regular Credit Programming

Tuition fees will be waived for a eligible employees and the employee's immediate family where Olds College is charging tuition in accordance with its policies pertaining to regular credit programming. Tuition fees will not be waived for programs being run on a cost recovery basis.

Tuition Waiver for Cost Recovery Programming

Olds College will waive up to a maximum of \$200 per fiscal year per family to be applied against the cost of the employee or the employee's immediate family taking courses being run on a cost recovery basis. This tuition waiver is subject to minimum enrolment requirements being met without including staff or their family members and that inclusion of staff or their family members will not exceed maximum enrolment.

SPECIFIC GUIDELINES

- Immediate family is defined as means your spouse or a dependent child of you or your spouse.
- Defining Regular Credit Programming and Cost Recovery Programming for the purposes of this policy shall be the responsibility of the Office of the Registrar.
- Combined Tuition Waiver and institutionally administered awards cannot exceed the value of tuition.
- The Tuition Waiver is only available for active, permanent AUPE, OCFA and AME employees at Olds College.
- The Tuition Waiver outlined in this policy cannot be awarded along with another waiver (i.e. Tuition Waiver - International Student Athletes, Policy B27).
- The Tuition Waiver is a taxable benefit.
- The Tuition Waiver may only be applied to tuition, not ancillary fees.

- Permanent part-time employees and their families are eligible. The waiver value is prorated based on percentage of employment. For example a .5 (50% of full time) employee is eligible for 50% of the benefit amount.
- Employees and their family members must meet regular admission requirements of the programs or courses being considered.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President, Student and Support Services in conjunction with the Executive Director, Human Resources. This policy will be reviewed every three (3) years.

OLDS COLLEGE PROCEDURES

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SUBJECT AND POLICY NUMBER	C28 Tuition Waiver - Employee Education Benefit
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Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
September 19, 2016		

PROCEDURES

- Tuition Waiver Application Forms can be obtained at the Human Resources Office.
- Tuition Waiver Application Forms must be submitted no later than two weeks prior to the course start date.
- Employees considering enrolling at Olds College should make arrangements with their immediate supervisor prior to enrolling.
- Exceptions may be considered on a case by case basis as reviewed by a committee.
- A new Tuition Waiver Application Form must be submitted for every semester.
- In the event of a student withdrawing after the add/drop date, a penalty equal to 50% of the waived amount will be charged.