

TUITION WAIVER - EMPLOYEE EDUCATION BENEFIT

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

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| Category: | C. People & Culture |
| Policy Number: | C28 |
| Approval Date: | September 19, 2016 |
| Effective Date: | September 19, 2016 |
| Policy Owner: | Chief People & Culture Officer |

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| Objective: | 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. |
| Policy: | <p>Tuition Waiver for Regular Credit Programming</p> <p>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.</p> <p>Tuition Waiver for Cost Recovery Programming</p> <p>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.</p> <p>SPECIFIC GUIDELINES</p> <ul style="list-style-type: none"> • 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. |

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| Definitions: |
| Related Information: |
| Related Procedures: |
| Review Period: |
| Revision History: |

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| <ul style="list-style-type: none"> • 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. |
| B12 Student Fees B27 Tuition Waiver - International Student Athletes |
| C28 Tuition Waiver - Employee Education Benefit Procedure |
| 3 years |
| New: September 19, 2016 |