



**APPLICATION FOR WAIVER OF TUITION FEES FOR
COURSES TAKEN AT TRENT UNIVERSITY**

OPSEU AND EXEMPT STAFF

TERMS OF POLICY

Rebates and Waivers of Tuition Fees will be provided subject to the terms and instructions outlined on the reverse side of this form.

The employee/applicant must be actively employed by Trent University at the start date of the course for the waiver to be valid. The employee/applicant will be subject to the policies and regulations as stated in the academic calendar.

EMPLOYEE/APPLICANT'S INFORMATION

Name _____
Department _____
Employee Number _____
Employee's E-Mail _____
Student Number _____

CREDIT COURSES – Registration Information

Program: Undergraduate Part-Time Graduate
Year _____ Term: Sept-Apr Sept-Dec Jan-Apr May-Aug

NOTE: Applicants are eligible for a waiver for one full course from September to April and one full course from May to August. A course is defined as 1.0 credit or 2 half credits.

Course Code(s) _____
Course Name(s) _____
Credit Value(s) _____

EXPLAIN HOW THE COURSE(S) ABOVE WILL BE OF BENEFIT TO THE EMPLOYEE IN THE PERFORMANCE OF HIS/HER JOB DUTIES AT TRENT UNIVERSITY

APPLICANT _____ Date _____
(Signature to certify the statement above is true)

DEPARTMENT HEAD _____ Date _____
(Signature to certify agreement with the statement above)

HUMAN RESOURCES DEPARTMENT _____ Date _____
(Signature to certify that employee is eligible for a tuition waiver benefit for the courses above)

ONLY APPLICANTS NOT APPROVED WILL BE CONTACTED

C.c. Personnel File

**POLICY RESPECTING WAIVER OF TUITION COURSE FEES TO ELIGIBLE
UNIVERSITY STAFF MEMBERS**

(Article 19.4 of OPSEU Agreement)

1. An eligible University staff member is one who holds a regular or recurring appointment at Trent University.
2. For purposes of this policy, a course is defined as a program of formal instruction offered by a secondary or post-secondary institution in the Province of Ontario, up to and including graduate level programs, the successful completion of which, in the opinion of the supervisor and the Director (Human Resources), will be of benefit to the staff member in the performance of job duties at the University and will result in some educational credit being obtained.
3. Eligible staff applying to take courses must be prepared to meet normal admission requirements and to comply with published deadlines, etc.
4. Tuition course fee rebates shall be limited to the equivalent of one (1) undergraduate credit between September and April and one (1) undergraduate credit between May and August, or one (1) domestic part time graduate program fee per term. Where the hours of instruction fall within working hours, the employee shall be required to make up for any time lost by taking the course.
5. When staff members are required to write examinations during working hours for courses taken under the tuition rebate policy, this time away from work will be considered time off with pay. Staff members will not be required to make up time lost from work while writing scheduled examinations. Staff members will inform their supervisors of the scheduled examination dates as early as possible.
6. The University will waive the fee for one undergraduate credit taken between September and April and one undergraduate credit taken between May and August at Trent University, or one domestic part time graduate program fee per term, or rebate the fee for a course taken at another academic institution provided written authorization for both the taking of the course and the waiving or rebating of the fee has been obtained from the supervisor **prior to** the commencement of the course. Proof of successful completion will be required to receive a rebate or to validate the fee waiver.
7. The forms for written authorization should be obtained from the Department of Human Resources. This Department should be contacted if authorization appears to be improperly withheld.
8. Failure to successfully complete a course will result in the staff member being held financially responsible for the full course fee. Where there has been a waiver, the charge will be placed on the staff member's account. Where the staff member has withdrawn from a Trent course without academic penalty, the appropriate fee up to the date of withdrawal in accordance with Trent University policy will be charged to the staff member's account.
9. Ancillary fees consisting of the Julian Blackburn College Student Government fee, the College fee and Health Service fee will be waived. Any levy imposed by Julian Blackburn College student government, other than those listed above, will be the responsibility of the staff member.
10. The University will not be financially responsible for fees for staff who only wish to audit a course.
11. Where the course is taken at an accredited university other than Trent, the fee rebate will be limited to the equivalent of Trent's undergraduate course fee or domestic part time graduate program fee, exclusive of ancillary fees.