

## **TUITION AND MANDATORY FEE WAIVERS, EMPLOYEE**

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| <b>Approval Authority</b>             | President               |
| <b>Responsible Executive</b>          | Chief Financial Officer |
| <b>Related Policies / Legislation</b> |                         |

### **PURPOSE**

This policy establishes the availability and conditions for tuition and mandatory fee waivers for University of the Fraser Valley (UFV) employees, their dependents, and spouses.

### **SCOPE**

This policy applies to regular UFV employees, their dependents, and spouses.

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### **DEFINITIONS**

In this policy, the following definitions apply:

**Course:** A set of lectures or lessons in a particular subject, with defined learning outcomes, listed in the UFV calendar and offered under a designated subject code and course number.

**Course Section:** A scheduled offering of a course.

**Dependent:** A dependent of the employee as defined under the university group health plan applicable to that employee.

**Limited Enrollment Cohort Program:** A program where a limited number of students are admitted for each intake and the students take a prescribed set of courses each semester.

**Mandatory Course Fees:** Those supplemental fees assessed by the University and on behalf of UFV Student Societies. Does not include optional supplemental fees.

**Regular Employee:** An employee holding a permanent appointment at UFV.

**Spouse:** A spouse of the employee as defined under the university group health plan applicable to that employee.

**Tuition Fees:** Those fees assessed by the University for course instruction.

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## **POLICY**

Regular UFV employees, their dependents and spouse are eligible to receive a waiver of fees, subject to the conditions set out in the Regulations.

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## **REGULATIONS**

### **Employee Eligibility**

- A Regular Employee is eligible for a Fee waiver for one eligible Course per semester. A Fee waiver for one additional eligible Course may be approved provided space is available in the Course Section without displacing a fee-paying student.
- During an approved education leave or sabbatical, an employee is entitled to receive Fee waivers for up to five eligible courses per semester.
- An approved Fee waiver does not include entitlement to pursue a course or courses during an employee's regular working hours. Requests for leaves or flexible hours' arrangements need to be pursued through the modified work week process (pursuant to Article 17.2).

### **Eligibility of Dependents and Spouses**

Dependents and spouses of eligible regular employees may receive fee waivers, as follows:

- Dependents may receive fee waivers for up to five eligible Courses per semester, provided space is available in the course sections without displacing a fee-paying student.
- Spouses may receive a fee waiver for one eligible Course per semester provided space is available in the course section without displacing a fee-paying student.

### **No Displacement of a Fee-Paying Student**

A fee waiver applicant is deemed to not displace a fee-paying student when the section for the course they seek a waiver in has no students recorded on a waitlist in the student information system prior to classes starting. This will be determined at midnight the day before the first day of classes for the semester. For courses or programs that start on non-standard dates a schedule will be published by Human Resources and the Registrar's Office.

### **Courses Eligible for Fee Waivers**

Fee waivers for employees and their dependents and spouses are permitted for most credit courses; however, UFV reserves the right to restrict Fee waivers in certain instances, including but not limited to:

- Fee waivers are not permitted for courses that are part of Limited Enrolment Cohort Programs unless there are spaces available in the program after all qualified fee-paying applicants have been registered. Availability of seats will be determined by the Program Director and University Registrar or designate.

- Fee waivers are not permitted for courses where delivery depends upon recovering costs (such as Continuing Education courses, Graduate level courses and courses run on a contract basis for a specified group), or where the instructor is paid on a per-participant basis (such as independent study and directed study courses).

Fee waivers are not available for any activity that is not a Course, including, but not limited to, application fees, prior learning assessments, course challenge exams, the travel portion of study tours, placement tests.

Fee waivers may be applied to Courses that are part of an exchange program, with approval by the Associate VP, International.

### **Applicable Fees**

Fee waivers include:

- For eligible Regular Employees: Tuition Fees up to the regular undergraduate tuition rate, plus Mandatory Course fees applicable to the Course.
- For Dependents and Spouses of eligible Regular Employees: Tuition Fees only, up to the regular undergraduate tuition rate.

No other fees are eligible to be waived.

### **Roles and Responsibilities**

- More information on tuition and mandatory fee waivers are available on the Human Resources webpage: <https://www.ufv.ca/hr/learning-and-development/tuition-waiver/>
- Human Resources shall establish and publicize procedures and deadlines for tuition waiver requests and determine the eligibility of any person who applies for a tuition waiver under this policy.
- The Office of the Registrar shall report to Human Resources which courses are eligible for Fee waivers and which sections have available space.
- Fee waiver requests must be submitted by the applicable employee, on his or her own behalf or on behalf of his or her eligible dependent or spouse, one week prior to the first day of classes in the applicable semester.
- The student seeking a fee waiver shall ensure he or she has adhered to all university required procedures and is registered in all courses for which a Fee waiver is sought. The student is required to pay the registration deposit, if applicable, and to pay any fees not covered by the waiver according to deadlines and procedures established by the Office of the Registrar, as published on its website, or he or she may be subject to withdrawal.