



TUITION WAIVER REQUEST

For submission to the Continuous Learning Office and the Registration Office

INFORMATION AND GUIDELINES

Employees may have tuition waived for courses provided the following criteria and conditions have been met:

- The tuition waiver form has been completed and approved by the immediate supervisor, all applicable signatures have been obtained and submitted to the CL Office **ten days prior to the start date**;
- There are sufficient fee-payer students to successfully offer the course at cost-recovery for all contract training and continuing education courses;
- All fee-payer students have been accommodated first. Wait lists must be honored;
- The employee can register for the course once they receive notification from the CL office to proceed;
- Registration is subject to admission requirements.

NOTE: Requests for General Interest and/or College Courses completed gratis of the College is considered a Taxable Benefit.

CONDITIONS:

- The waiver request applies to tuition only*;
- Employee is responsible for the purchase of books or required materials and supplies;
- Employee is permitted to take a limit of one course per semester;
- Approvals for attendance of courses must not interfere with operational requirements in the Department/Office;
- The course must be successfully completed to have tuition waived. Course fees will be charged if the course is not successfully completed.

EXCEPTIONS:

***Some exceptions apply** in that the employee is required to pay a portion of tuition or full tuition and include but are not limited to:

- Licensing courses legislated by provincial and federal government, e.g. Firearms courses, Boat certification, real estate and insurance examinations, IT examinations;
- Courses or programs offered in partnership with other curriculum providers whereby a per-student fee is charged to the college as part of the partnership;
- Partial tuition fees will apply in some cases where a non-credit course is offered in partnership with an external training provider/partner and a portion of the tuition is paid to the partner as part of the negotiated agreement.



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I have read and agree with the information and guidelines pertaining to the waiver request process.

EMPLOYEE TUITION WAIVER REQUEST (All Fields are Mandatory)		
Employee ID:		Position/Title:
First Name:	Last Name:	Campus Location:
Work Telephone:		Email Address:
Course Title:		Start Date:
Course Number:		End Date:
Program/Course Type: <input type="checkbox"/> Contract Training/Continuing Education <input type="checkbox"/> Distributed Learning <input type="checkbox"/> In-Class <input type="checkbox"/> Other _____		Employee Signature: Signature : _____ Date (m/d/yr): _____
FOR CTCE COURSE: NOTE-BDO signature verifies all public fee-payer seats have been exhausted before staff person is admitted. BDO Signature : _____ Date (m/d/yr): _____		Will you require time away from work to complete this activity? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide details: _____
Immediate Supervisor Signature: Supervisor Name: _____ Signature : _____ (Please Print) _____ Date (m/d/yr): _____		
HR USE ONLY:		
*Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO DL Courses: Confirmed with DL: _____ Date (m/d/yr): _____		HQ Signature: Signature : _____ Date (m/d/yr): _____
If No, indicate reason: _____		

Contact Information: Continuous Learning, Headquarters, P. O. Box 5400, Stephenville, NL A2N 2Z6
(709) 643-7705 continuouslearning@cna.nl.ca

For Collective Agreement reference: Faculty – Article 41, Support Staff –Article 26

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