

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.

Category:	C. People & Culture
Policy Number:	C28
Approval Date:	March 21, 2024
Effective Date:	March 21, 2024
Policy Owner:	Chief People & Culture Officer

Objective:	Olds College of Agriculture & Technology (the “College”) is committed to creating and fostering professional and skill development of its faculty and staff. To support this development, the College provides a tuition waiver for eligible AUPE, OCFA and AME employees.
Policy:	<p>Tuition fees will be waived or a financial credit provided for eligible employees as defined by the employee’s employment relationship with the College. The College offers two specific benefits based on the type of programming that the staff, faculty member, or immediate family intends to take.</p> <p>Tuition Waiver for Regular Credit Programming Tuition fees will be waived for eligible employees and the employee’s immediate family where the College is charging tuition in accordance with its policies pertaining to regular credit programming.</p> <p>The Tuition Waiver does not include mandatory non-instructional fees, program fees, user fees, field trip fees, SAOC fees or other fees assessed beyond the tuition rate for the program.</p> <p>Tuition Waiver for Cost Recovery Programming The 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 who is taking courses being run on a cost-recovery basis. This tuition credit 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>
Definitions:	<p>Immediate Family: As defined in the relevant Collective Agreement or Terms of Employment.</p> <p>Regular Credit Programming: Programming that is offered at the College for credit and is determined to be tuition waiver eligible.</p>

	<p>Cost-Recovery Programming: Programming that is offered at the College that is deemed to be cost-recovery as determined in collaboration between the program’s academic leader and the Registrar.</p> <p>Tuition Fees: Fees the College has been authorized to collect by the Provincial Government under the <i>Post-secondary Learning Act [Sec. 61(1)]</i> for the use of instruction in courses that are part of programs approved by Alberta Advanced Education (AAE) under the <i>Program of Study Regulation (AR 91/2009)</i>.</p>
<p>Related Information:</p>	<p>B12 Tuition & Fees B27 Tuition Waiver - International Student Athletes</p>
<p>Related Procedures:</p>	<p>C28 Tuition Waiver - Employee Education Benefit Procedure</p>
<p>Review Period:</p>	<p>3 years</p>
<p>Revision History:</p>	<p>New: September 2016 Revised: March 2024</p>