

## TUITION BENEFITS

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**Effective Date:** November 12, 2003

**Originating Office:** Human Resources

**Supersedes /Amends:** October 7, 2002

**Policy Number:** HR-19

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### SCOPE

This policy applies to temporary employees who are hired for one year or more as well as to all permanent employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

### DEFINITIONS

For the purposes of this policy, the following definitions apply:

a “permanent employee” may be:

- an active employee, or
- a retired employee under the terms of the retirement policy, or
- a deceased employee whose death occurred while actively employed.

“spouse” is defined as a person who:

- is married to the employee; or
- has been living in a conjugal relationship with an employee for a period of not less than one year if,
  - at least one child is born, or to be born of their union; or
  - they have adopted, jointly, at least one child while living together in a conjugal relationship; or
  - one of them has adopted at least one child who is the child of the other, while living together in a conjugal relationship.

“dependent child” is defined as a child who is financially dependent upon the employee for support. The dependent child may be a natural child, an adopted child, a step-child or a foster child of the employee.

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### POLICY

#### Candidacies

1. Temporary employees who are hired for one year or more as well as permanent employees, as defined in paragraph 1 under *Definitions* above, and their dependents are entitled to a waiver of tuition fees within the limits of this policy for credit courses for which they register at the University. For reimbursement or waiver of fees for Continuing Education courses, refer to Policy *Training and Development* ([HR-26](#)).
2. The waiver applies only to tuition fees for credit courses at the undergraduate or graduate rate for Quebec and other students with permanent residence (landed immigrant) status, and not to registration fees, student association fees or any other fee of a similar nature for which the student is responsible.
3. Tuition benefits cease at the date of loss of permanent status as defined in paragraph 1 under *Definitions* for permanent employees and at the end of the contract period for temporary employees; at that time, the registered student becomes responsible for the prorated amount of tuition waived.
4. Individuals who are hired by the University into a permanent position while registered for and attending credit courses during the current academic year and who have satisfactorily completed their probation period are entitled to a waiver of tuition fees prorated from the date of hire. This benefit also applies to their dependents.

### PROCEDURE

5. The employee must request a Tuition Waiver Benefit form in-person at Human Resources. This form can also be downloaded from the Human Resources web site and mailed to the Human Resources Receptionist. Such a request may not be submitted earlier than April for the Summer, Fall and Winter terms.
6. The tuition benefits received are considered to be a taxable benefit for the employee, the employee's spouse and dependent child(ren) and the amount of such benefit is included in the T4 and TP4 tax statement of earnings issued yearly.