

Tuition Exemption Policy

Each year many faculty members and their families enrol in courses at CNC. Under the following conditions you, as a faculty member and your family members may be exempt from paying tuition fees for such courses. The form on the next page should be filled out at the time of application.

In the case of CNC courses (credit or non-credit), faculty, their spouses and dependent children shall be exempted from payment of tuition fees provided that:

- they are regular faculty members (permanent, sessional, regularized part-time, or on the Non Regular Seniority List);
- they are not one of a minimum number required to ensure a "go" status for the course;
- there is a vacant seat for the faculty member on the first day of class;
- there is no extra cost of supplies and materials. Any extra cost will be the responsibility of the faculty member.

See Article 15.7 of the Collective Agreement for the exact wording on tuition exemption, definition of dependents, etc.

If the faculty member wishes to guarantee admission to a CNC course, the faculty member must indicate this on the form and the costs will be paid by the faculty member. Funds to cover course tuition may be available through the Professional Development Fund (see section R of the Faculty Handbook). P.D. funds must be applied for and have received approval prior to the commencement of the course.

TUITION EXEMPTION APPLICATION

FOR SPOUSES AND DEPENDENT CHILDREN OF
COLLEGE OF NEW CALEDONIA EMPLOYEES

To: College of New Caledonia

Date: _____

****Please print legibly****

Student's Name: _____

Employee: _____ CNC Phone #/Local: _____

Mailing Address: _____

City

Province

Postal Code

Home Phone #: _____

Course/Program: _____

Credit Course / Non-Credit Course (circle one)

Start Date: _____ End Date: _____

Fees (Tuition only): _____

Payment attached if non-exemption is determined: YES / NO (circle one)

Employment Verification: _____
Human Resources Signature

I declare that _____ is my spouse/dependent child (circle one)
as defined on the reverse, and therefore entitled to a tuition exemption.

Employee's Signature: _____

STUDENT AUTHORIZATION

I, _____, do hereby agree that all communications, with the exception
Student's name - please print
of information covered by the Freedom of Information/Protection of Privacy Act, concerning
this enrollment and tuition exemption shall be between the College of New Caledonia and

Employee's name - please print

Student's Signature: _____ Date: _____

TUITION EXEMPTION POLICY

Administrative staff and regular, seasonal and special funded support staff, their spouses and dependent children shall be exempted from tuition fees for all CNC courses provided that:

- a) they are not one of the minimum required to ensure "go" status of the course,
 - b) there is a vacant seat for the employees, **spouse or dependent children** on the first day of class.
- If there is a vacant seat on the first day of class and employee, spouse or dependent child has Guaranteed a seat by paying the tuition, he/she shall be entitled to a tuition refund for the course. If a seat becomes vacant after the first day of class and there is no prospective fee-paying student on a wait list, and an employee, spouse or dependent child has not guaranteed a seat by paying the tuition, he/she shall be exempted from paying tuition fees.

GUIDELINES

1. There will be no change from the current requirements for employees.
2. Any communication regarding the tuition exemption shall be between the College and the employee.
3. Admission requirements shall apply to all prospective students and shall not be waived for the purposes of this provision.
4. These provisions shall not exempt employee, spouses or children from any other fees or material costs which students may be required to pay or from any other requirements students are expected to fulfill.
5. The College has the ability to set a limit on the number seats available in one course for practical or educational reasons.
6. The policy shall apply to spouses, and dependent children under the age of 25 years. A 'spouse' is defined as by law. 'Dependent child' is defined as a child supported by the parent or guardian.
7. The employee shall sign a declaration claiming the spousal or dependent child status.
8. **Credit courses:** Providing an application for admission has been completed, eligibility requirements have been met, and the student has been admitted to the program, if on the first day of classes there is a vacant seat then tuition fees are waived.
9. **Non-credit courses:** The applicant shall not be required to pay tuition fees, but must pay any other fees or material costs. For all non-credit courses the tuition exemption applicant's name shall be placed at the bottom of the list of fee payers. Providing, on the first day of class, numbers meet minimum requirements and do not exceed the maximum the seat is tuition exempt. **If an administrative or support staff employee, their spouse or dependent child pays for a seat to make the course a 'go', then all additional seats are non-exempt seats.**
10. At the time of application the employee, spouse or dependent child will declare their willingness to pay for the course/program if an exemption can not be granted as above. **Payment will be attached to the tuition exemption application, (VISA, MasterCard or cheque). The onus is on the employee to check on the course/program exemption status.**