

Tuition
Exemption
Policy

*The College of New
Caledonia*

COLLEGE COURSES FOR COLLEGE FACULTY

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.

College of New Caledonia
Application for CNC Courses

Employee Name: _____

Position: _____

Status: (Please circle) Permanent, Sessional, Regularized Part-time, on the NRSL

Division: _____

Telephone: _____

Name and date of course: _____

Location: (EDC/CNC): _____

Details of Course: _____

Faculty member will guarantee a place in a CNC/EDC course Yes _____ No _____

If yes, the faculty member must pay full fee when there is only one seat remaining in the class.

Faculty member will participate in a CNC/EDC course only if tuition-exempt.

Yes _____ No _____

If yes, the faculty member's name will be removed from the list when there is only one seat remaining in the class.

Signature - Faculty member

Date