

**Vancouver Community College
Centre for Professional and Continuing Studies**

Fee Waiver Request

DO NOT ATTEND class if you have not received a receipt. If you are unsure of your status prior to your start date contact Pat Cooper (local 8428).

Student Information

Today's Date _____

Name _____

Address _____

City _____ Postal Code _____

Telephone: Home _____ Business _____ local _____ Department _____

Date of Birth _____ Banner I.D. _____
yy mm dd (see pay stub)

Course Information (from the CPCS Calendar)

Program _____ Page Number _____ Subject Code _____

Course Number _____ CRN _____ Date _____ Fee _____

You must inform Pat Cooper 24 hours in advance of class start date if you are unable to attend.

Students must ensure that course prerequisites, if applicable, are met prior to this request.

Is there a prerequisite? Yes No I have the prerequisites _____
Employee signature

Approvals Required

Date _____ Supervisor/Department Head _____
(Signature)

Supervisor/Department Head _____
(Print name)

Date _____ Director, CPCS _____

Registered (Date) _____ By _____

Please see over . . .

Fee Waiver to Employees

Vancouver Community College employees may register for Professional and Continuing Studies courses* and have their tuition fees waived providing that:

- they are not displacing a fee-paying student;
- proof of status is available;
- applicable prerequisites are met;
- a sufficient number of fee-paying students are enrolled to warrant running the course or program;
- all other applicable fees are paid by the student.

Registration is limited to one fee waiver per computer course at the Oakridge Computer Lab. Please register early to avoid disappointment.

Fee Waiver Forms are available from the CPCS office, CC. Complete and return the Fee Waiver Request form to Pat Cooper, CPCS, City Centre

Please . . . no faxed forms; registration is accepted in order of receipt at the CPCS office.

The CPCS calendar is distributed in August, December and March.

* Does not apply to courses/programs offered in conjunction with other institutions or industry partners. Fee waivers are not available for courses in the General Interest category where the fee includes supplies, rentals or internships/practicums.