



Tuition and Fee Waiver for Employees Request

STUDENT INFORMATION:

Application Date: _____

Last Name: _____ First Name: _____

Employment ID: _____ Department: _____

Primary Tel. (daytime): _____ Email Address: _____

What is your employment status? Regular Permanent Temporary Term

Temporary/Term employees contract: Start date _____ End Date _____

Have you completed six months of continuous employment at VCC? Yes No

Have you taken this course before? Yes No

COURSE INFORMATION:

CRN: _____ Location: _____

Program/Course Name and Number: _____

Start Date: _____ End Date: _____

APPROVAL:

Supervisor, Department Head or Dean

Please sign below to confirm that this VCC employee is eligible to have their tuition and/or fees waived. This applies to Regular or permanent and temporary or term employees of VCC who are currently employed and have completed 6 months of continuous employment (casual or auxiliary employees are not eligible). Centre for Continuing Studies (CCS) instructors who are currently employed at the College and have previously taught a minimum of 2 courses at the College, who have the approval of the Director of CCS, are eligible for fee waivers in CCS courses only.

Name: _____ Signature: _____ Date: _____

VP, Registrar or Senior Program Coordinator *(see back of form for instructions)*

Name: _____ Signature: _____ Date: _____

Office Use Only:			
Date Received	Date Registered	Withdrawal Date	Course Cancellation

Instructions on how to complete this form

Please complete this form, filling in student information, course information and obtaining your Supervisor, Department Head, or Dean's signature/approval. Then follow the instructions noted below for Continuing Studies, School of Instructor Education and all other courses.

- Time off from work to attend courses will be permitted in accordance with the applicable Collective Agreement and is subject to approval of the Supervisor and other approvals that may be necessary.
- Audit courses are not eligible for tuition fee waivers.
- Employees cannot receive a tuition fee waiver more than once for the same course.
- Any fees charged to determine transfer of credit are not eligible for waiver.
- Material fees are not covered by fee waiver.

For the full policy see: http://vcc.ca/deptUploads/policies/D_03_03.pdf for VCC policy on Fee waivers.

Continuing Studies

Forward this form to the Continuing Studies Registration Office



Typically, Continuing Studies courses are limited to one fee waiver per course. Some exceptions may apply. Fee waivers are not available for Distance Learning, Practicum/Internship offerings. Requests will be accepted only 4 weeks prior to course commencement date.

School of Instructor Education

Forward this form to SI, mhasset@vcc.ca

Time off from work to attend SIE courses will be permitted in accordance with the applicable Collective Agreement and is subject to approval of the Supervisor and the Vice President Education and Student Services.

Other Courses/Programs

Forward this form to the Registrar's Office for approval and processing.