

Policy on Tuition Fee Exemption for Employees and their Dependants

Office of Administration	Human Resources and Organizational Development
Approval Authority	Board of Governors
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Next Review	February 2017
Review History	1992-12-04

1. Purpose

- 1.1 The purpose of this policy is to provide details with respect to exemption from payment for tuition fees for employees and their dependants.

2. Scope

- 2.1 This policy applies to employees, their spouses, partners, and their dependants as per their respective Collective Agreements or Terms and Conditions of Employment;
- 2.2 This policy extends equally to employees and dependants of those Federated and Affiliated Institutions with which Laurentian University of Sudbury has established a reciprocal agreement.

3. Principles / Definitions

For purposes of this policy:

- 3.1 Employees includes full-time employees including permanent, limited term, sessionals and others as defined in their respective Collective Agreements and Terms and Conditions of Employment.
- 3.2 Dependants are defined as the wife, husband, partner (which includes common-law wife and common-law husband) of an employee (active, retired or deceased); and/or the daughter(s), son(s) (which includes stepdaughter(s), stepson(s), adopted daughter(s) and/or son(s) who is/are dependent upon the employee (active, retired or deceased) for support, and who has/have not attained the age of 26 years of age as of the last day to register for the particular term for which the student is registering. In addition, only child/children who is/are enrolling as a full-time student is/are eligible for the purposes of this policy.

- 3.3 Retired means an employee who is eligible to receive retirement benefits in accordance with the University Retirement Plan.

4. Policy Statement

- 4.1 Students so exempted from the payment of tuition fees must disclose this fact in any application for Student Assistance. (OSAP, CSL, OSL, bursaries, etc.) Students offered “tuition” scholarships (such as the Laurentian University Undergraduate Entrance Scholarships) must opt for either an exemption from tuition fees or to accept the Scholarship to be used in payment of the tuition fees.
- 4.2 Individuals eligible for tuition fee exemption are eligible from the effective date of the employees appointment as per their respective Collective Agreements or Terms and Conditions of Employment. Retired employees, dependants of retired employees, dependants of deceased retired employees, and dependants of employees deceased while in the full-time employ of the University are eligible for tuition fee exemption.
- 4.3 The tuition fee exemption covers the Tuition Fees and/or Auditor Fees for credit courses only. No exemption applies to any non-credit course offering. Any Foreign Fee Differential is not covered by this policy and its payment is the responsibility of the student. Students are responsible for all incidental/ancillary fees.
- 4.4 In order to continue the full benefit of this policy, a student must pass all courses for which he/she is registered under the policy. If a student receives a failing grade (pursuant to the requirements of their program of study) he/she must pay for an equivalent number of credits in the subsequent course for which he/she registers (for example, if a student fails a three (3) credit course and subsequently registers for a six (6) credit course, he/she must pay for three credits of the six credits for which he/she is registering). In addition, students placed on probationary status (in accordance with University regulations administered by the office of the Registrar, due to grade or other limitations), will not be eligible for any benefit under this policy until their status is corrected. Eligibility will be reinstated as of the beginning of the term in which their status is so corrected.
- 4.5 The University reserves the right to modify or rescind this policy depending on the development of future government or University policy that may have a bearing on this matter.