



Nicola Valley Institute of Technology Tuition Waiver Request

To register and enrol in any one Institute three credit course per semester without payment, in alignment with NVIT policy C.3.14 Tuition Fees, Continuing Employees, all full-time continuing eligible employees may submit one Tuition Waiver Request form to HR prior to the day classes begin each semester, as published in the Schedule of Events.

Section 1: To be completed by Employee

Employee Information

Employee Name:

Position Title:

Start date of continuing employment:

Course Details for Requested Tuition Waiver

Semester:

Course name:

Start and end date:

Schedule - weekday & time:

Amount of contact hours:

If the requested course conflicts with regular work hours, select one of the following to indicate how the contact hours of the course will be made up.

PD Leave – Available for continuing employees with at least one year of continuous employment is up to 35 hours/calendar year for Support Staff or up to 140 hours/calendar year for Faculty. This request will have to be reviewed and approved by the Joint Professional Development Committee, in addition to your Supervisor and HR. For outstanding balance of contact hours, select from the below.

Vacation Leave – The amount of contact hours will be withdrawn from your current vacation balance.

Unpaid Leave – The amount of contact hours will not be paid time, and will be deducted from your regular pay over the duration of the course.

Flexible Work Schedule – The amount of contact hours will be made up per the below outlined weekly schedule of working through lunches, starting early, or working late.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Employee's Signature:

Date:

Submit this form to your Supervisor.

Section 2: To be completed by Supervisor

If this request conflicts with regular work hours, do you have any concerns regarding operational requirements?

YES No

If yes, please elaborate.

If this request conflicts with regular work hours, do you have any concerns regarding the indicated method for making up the time?

YES NO

If yes, please elaborate.

Is the requested course a direct benefit to the employee and the Institute, in terms of career growth?

YES NO

If no, please elaborate.

Supervisor's Signature:
Submit this form to HR.

Date:

Section 3: To be completed by HR

Approved

Denied

Reason for denial:

HR Signature:

Date:

Submit this form to registrarsoffice@nvit.ca, with a copy to Employee and Supervisor.

Upon approval, Employee must register for the course and provide the Registration Statement and a copy of this Tuition Waiver Request to Accounts Receivable.