

Approval Authority: President's Office**Last Approved:** December 9, 2022**Administrative Responsibility:** President**Next Review:** 2024-2025

POLICY

All full-time continuing employees, who have completed a minimum of three months employment, are eligible to register and enrol in any one (1) Institute three (3) credit course per semester without payment of the course tuition fees, subject to the following conditions.

1. This waiver applies only to the actual tuition fees for the course. Any other expenses necessary for participation in the course such as books, supplies, Student Society fees, lab fees, theatre, equipment rental, etc. must be paid by the employee by the fee deadline outlined in the Schedule of Events.
2. Employees must register with the Institute Registration Office, be issued a student number and be identified as an Institute employee.
3. If the course offered is scheduled at a time which conflicts with the employee's regular work hours and/or departmental operational needs, enrolment must be authorized by their immediate supervisor in consultation with the Institute Administration. The supervisor will use as a criterion for permission that the course requested be of direct benefit to the employees and the Institute in terms of career growth.
4. As a minimum number of full fee-paying students are required in each course to enable it to be offered, the Institute reserves the right to limit the number of Institute employees in any given course.
5. The Institute also reserves the right to limit the total number of employees enrolled in credit courses throughout the Institute at any one time and limit the number of courses an employee can take per semester.
6. Some courses may not be available for tuition waiver.
7. Registration priority will be given to full fee-paying students. Institute employees may register for any available seats no sooner than the day before the class starts.
8. Full-time continuing employees are not eligible if the start date of the course is:
 - after your termination date,
 - before your qualifying period of three months employment is complete,
 - during a period in which you have been laid off,
 - during an unpaid leave, or
 - during a medical leave without pay

Eligible employees must submit the Tuition Waiver Request to Human Resources prior to the day classes begin each semester as published in the Schedule of Events. If you withdraw from a course and a penalty is assessed, you are responsible for paying that penalty.



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.

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