



## EMPLOYEE TUITION FEE REDUCTION POLICY

### POLICY STATEMENT

Mount Saint Vincent University's commitment to excellence depends on the actions and attitudes of our faculty and staff, who should be afforded opportunities for development and growth. Therefore, the University wishes to encourage professional development of faculty and staff and their dependents by taking advantage of the educational opportunities offered through Mount Saint Vincent University.

### GENERAL

#### Eligibility (staff and faculty)

To be eligible for tuition assistance under this policy, faculty and staff must meet all of the following criteria:

- Be a current full-time or part-time employee of MSVU
  - \* Tuition fee reduction for members of CUPE is covered by the MSVU CUPE Collective Agreement.
- Have completed six months of continuous employment, unless training is identified as a requirement for a new employee as approved by Human Resources.
- Be actively employed by the University at least 50% of full-time hours, and not on leave.
  - Employees on pregnancy and/or parental leave are eligible while on leave with the condition that they must return to active employment for at least six (6) months immediately following the end of the pregnancy/parental leave. Faculty and staff who do not return to active employment for at least six (6) months shall be responsible for fees on a pro-rated basis based on the date that they cease employment with the University.
- Meet the University's academic admissions standards at the time of enrolment.

#### Eligibility (dependents)

To be eligible for tuition reduction, a dependent is defined as follows:

- A spouse or Common Law partner
- A dependent, under the age of 26, of eligible faculty or staff as outlined above
- Must meet the University's academic admissions standards at the time of enrolment

Dependents of faculty and staff on leave will continue to be eligible for tuition reduction for a period up to two (2) years in the case of faculty and staff on long-term disability, provided the dependent is already enrolled in a program of study.

## Employee Tuition Fee Reduction Policy

### Page 2

Dependents of faculty and staff who pass away while employed with the University will continue to be eligible for tuition reduction for a period up to two (2) years, provided the dependent is already enrolled in a program of study.

Scholarships or other financial benefits bestowed upon the employee's dependent(s) will have no bearing on the entitlement, except where dependents are eligible for the MSVU Sibling Reduction Policy. In such case the dependent tuition reduction will be 50% of the tuition remaining after the sibling reduction is applied.

#### Entitlement (Faculty and Staff)

- Undergraduate courses (excluding B.Ed. program) for credit shall have the base tuition fee waived:
  - For full-time faculty and staff to a maximum of three (3) units of credit per calendar year and for no more than two (2) courses at any time
  - For full-time faculty and staff who are on a reduced workload to a maximum of 1.5 units of credit per calendar year and for no more than two (2) courses at any time
- Graduate degree program shall have the tuition fee waived:
  - For full-time faculty and staff, at the rate of undergraduate course tuition to a maximum of two (2) units of credit per calendar year and for no more than one (1) graduate course at any time
  - For full-time faculty and staff on a reduced workload, at the rate of undergraduate course tuition to a maximum of one (1) unit of credit per calendar year and for no more than one (1) graduate course at any time
- Courses may be audited without charge, with approval of the supervisor.
- There is no fee reduction or waiver for non-credit courses, challenges for credit or prior learning assessments.
- Ancillary fees such as Students' Union fees and distance fees will continue to apply and must be paid by the due date established for all students. Normal staff rates for the Athletics complex memberships continue to apply to employees taking courses under tuition waiver.

#### Entitlement (Dependents)

- Undergraduate courses towards a degree shall have the base tuition fee reduced by 50% on a reimbursement basis.
- This benefit will be limited to one degree at the Mount per dependent.

#### Process for Approval

- An application for Tuition Fee Reduction form must be completed and approved for each academic term at least two (2) weeks in advance of course commencement.
- Approval will be required from the Managing Supervisor and the Director of Human Resources.
- The approved form is returned to the faculty or staff and a copy is forwarded to Financial Services for processing of the applicable reduction in fees.

## Employee Tuition Fee Reduction Policy

### Page 3

- Any fees owing must be paid in accordance with University policy.

#### Process for Enrolment

- The registration procedure is the same as for other students.

#### Courses not completed successfully

Faculty and staff taking courses under a tuition waiver are expected to successfully complete their courses. Faculty and staff who do not pass a course they are taking on tuition waiver or who withdraw from the course after the penalty free withdrawal period for that term's courses, will be prohibited from taking another course on tuition waiver for a period of one academic term. Exceptions may be made in exceptional circumstances. Such request shall require approval from the Managing Supervisor and the Director of Human Resources.

#### Scheduling of courses (faculty and staff)

Faculty and staff taking courses are expected to do so outside regular working hours. For course purposes, lunch periods are considered as outside of working hours. In special circumstances, a request may be made to undertake a maximum of one-half (0.5) unit course per term during working hours provided that operational requirements are met and the time lost during working hours can be made up at a mutually agreed time within the regular work week. The request will be directed to the relevant managing supervisor who will provide a recommendation to the appropriate Department Head for approval. Considerations when assessing such an application for approval will include the relevancy of the course to the faculty or staff's position and the reasons why the course cannot be taken outside of working hours.

#### Termination of employment

Faculty and staff who leave the University while enjoying the benefits of tuition fee reduction shall be responsible for fees on a pro-rated basis based on the date that they cease employment with the University. If a dependent is enrolled in classes for a current term/semester which is in progress when the employee ceases employment with the University, the dependent will be allowed to complete that term/semester at reduced tuition.

#### Canada Revenue Agency Tax Treatment

Generally, Canada Revenue Agency (CRA) treats free or reduced tuition as a taxable benefit to the employee (subject to the exception noted below) and the University must, therefore, attribute a fair market value to this benefit. CRA does so on the premise that the individual is obtaining something for free that they would normally have to pay for from their own resources. Where, based on the assessment by Human Resources, it is determined that the taking of a course is for the benefit of the University, no taxable benefit will be imputed. In the event a faculty or staff terminates their employment any benefit from tuition reduction within the past calendar year would be deemed a taxable benefit.

Revised by the HRGC: May 8, 2024

Approved by the Board of Governors: June 25, 2024