

4.E-2006: Tuition Fee Remission

1. Overview

- 1.1 St. Mary's is committed to the continuing education of our community members. Employees are eligible to receive 50% tuition fee remission for themselves and their immediate family members.

2. Eligibility

- 2.1 All salaried full-time & part-time faculty and staff shall be eligible to receive tuition fee remission of 50% of assessed tuition fees for themselves, their spouse/partner and children.
- 2.2 Part-time salaried faculty and staff who work 25 or more hours per week are eligible for the employee benefits plan and are eligible to receive 50% tuition fee remission on the same basis as full-time faculty and staff.
- 2.3 Part-time salaried faculty and staff (employed under contract) who work less than 24 hours per week are eligible to receive tuition fee remission equal to 50% of assessed tuition fees for themselves only, to a maximum of two courses or six (6) credits in any academic year.
- 2.4 Casual hourly staff (including student workers) and independent contractors are not eligible for Tuition Fee Remission benefits.
- 2.5 Spouses/partners and children shall be considered immediate family members for this policy only.

3. Guidelines & Procedures

- 3.1 After registering for courses, eligible employees must submit a completed *Tuition Fee Remission Application* form no later than the fee deadline date for the applicable academic term as published in the *University Calendar*.
- 3.2 The benefit will reduce the tuition amount owing on the individuals, spouse/partner or child's student account at the University provided:
- The employee, spouse/partner or child satisfies all academic admission and registration requirements and pays all other general per-credit and supplementary fees assessed;
 - In the case of a spouse/partner or child, the applicant must provide proof of eligibility based on the stated eligibility criteria; and,
 - In the case of academic faculty, the employee must continue to hold their appointment during all sessions to which the tuition fee remission applies.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Sr. Leadership Team	Human Resources	October 1, 2019	

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- 3.3 The amount of Tuition Fee Remission for employees is considered part of their training allowance and is not considered a taxable benefit. Tuition Fee Remission for spouses/partners and/or children will be reported as scholarship income to the student in accordance with Canada Revenue Agency regulations.
- 3.4 Employees and their families are welcome to apply for Scholarships and Bursaries through the normal application procedure. Internal professional development funds may not be used to reduce St. Mary's University tuition fees.

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Tuition Fee Remission Application

I hereby make application for remission of tuition fees within the stated policy of St. Mary's University. A separate application must be completed for each academic term. Please attach a copy of your registration form.

Employee to Complete:

Name of Employee:	Full-time or Part-time or Sessional
Academic Term:	

Applying for Tuition Fee Remission Benefits for:

Myself Spouse/Partner Child

Student to Complete:

Academic Term	Course & Section	Audit or Credit	Tuition Fees Assessed	Amount of Fee Remission
			TOTAL FEES:	

Application for spouse/partner or child, please provide:

Student Name:	Student ID#:
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I acknowledge that it is my responsibility to:

- Submit the completed form to Human Resources no later than the published fee payment deadline for the applicable academic term;
- Satisfy the academic admission and registration requirements;
- Pay the balance of tuition fees, and any compulsory fees owing to the University by the published fee payment deadline. The registration deposit is due at time of registration.

Employee signature:	Date:
HR Approval:	Student Services Processing: