Tuition Fee Remission

1. Purpose

St. Mary's University (the "University") is committed to supporting lifelong learning and professional development within its community by providing tuition fee remission benefits to support access to post-secondary education. This policy establishes eligibility and administration requirements related to the Catholic Social Teaching of integral development, which aims to foster the development of the whole person emphasizing the intellectual aspect of an individual.

2. Scope

2.1 This policy applies to full-time and part-time salaried employees, benefit eligible term contract employees, as well as an immediate family of eligible employees.

2.2 This policy does not apply to casual hourly employees, including student workers or independent contractors.

3. Definitions

3.1 Tuition Fee Remission - A University-funded reduction of assessed St. Mary's University tuition fees provided in accordance with this policy.

3.2 Immediate Family Member - For the purposes of this policy, a qualifying employee's spouse, common-law partner, or dependent child.

3.3 Full-Time Employee - A salaried employee employed on a full-time basis.

3.4 Part-Time Employee – For the purposes of this policy, a salaried employee employed on a part-time basis.

3.5 Academic Year - The period established by the University for academic programming and reporting purposes.

4. Principles

4.1 Tuition fee remission is intended to reduce financial barriers to post-secondary education and contribute to the academic success and development of employees and their eligible family members.

4.2 Employees, students, and the University share responsibility for meeting admission, registration, application, and financial obligations necessary to maintain eligibility for tuition fee remission.

4.3 These principles reveal the values of the University; details can be found in the appendix.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Human Resources	September 1, 2007	November 3, 2026	Every 5 years

Appendix A: Procedures for application requirements and conditions of approval

Procedures:

1. To receive tuition fee remission, eligible employees must:
   1.1. Register in the applicable course(s),
   1.2. Submit a completed Tuition Fee Remission Application Form (Appendix B) to Human Resources via email: HR@stmu.ca,
   1.3. Submit the application no later than the add/drop date deadline published in the Academic Calendar for the applicable academic term, late forms will be denied
   1.4. Provide supporting documentation if requested when applying on behalf of a spouse, partner, or child if required.
   1.5. HR will send communication advising of approval upon receiving completed form.
   1.6. Submit a separate application for each academic term.
   1.7. Advise Info@stmu.ca of any courses added or dropped after the approval of form

2. Tuition fee remission will be applied to the student account when:
   2.1. All admission and registration requirements have been met,
   2.2. The employee, spouse/partner, or child remains eligible under this policy, and
   2.3. When all non-remittable tuition-related, supplementary, mandatory, and other applicable fees are paid by the deadline published in the University Calendar.

3. Eligibility and Allowance
   3.1. Full-time salaried employees, part-time salaried faculty teaching 4 courses over a year, and eligible salaried administrative staff working 25 hours or more per week, are eligible for tuition fee remission equal to 50% of assessed tuition fees for the employee, the employee's spouse or partner, and the employee's child(ren).
   3.2. Part-time salaried employees working fewer than 25 hours per week are eligible for tuition fee remission equal to 50% of assessed tuition fees for themselves only, to a maximum of two (2) courses or six (6) credit hours per academic year.
   3.3. In the case of administrative staff, they must be employed as of the add/drop date to qualify
   3.4. In the case of academic faculty, the employee maintains their appointment throughout the academic session to which the benefit applies.
   3.5. Employees and eligible family members may apply for scholarships and bursaries through the University's regular application processes. University professional development funds or internal training funds may not be used to further reduce St. Mary's University tuition fees.
   3.6. 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.

Tuition Fee Remission Application Form

I hereby make application for remission of tuition fees within the stated policy of St. Mary's University.

Student Name:	Student ID #:
Employee Name:	Full-time or Part-time or Sessional:
Academic Term:	Date:

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:	

I, the Employee, acknowledge the following:

- Email completed form to hr@stmu.ca no later than the tuition and fees deadline for the applicable academic term. A new form must be completed for every academic term.
- Outstanding balance of tuition and related fees owing to the University must be paid by the tuition and fees deadline for the applicable academic term. If employment is terminated before the tuition and fees deadline, the student is responsible for the full amount.
- If registration changes after the form is submitted, the Employee must email the course & section information and related tuition amount(s) to info@stmu.ca.
- Failure to adhere to deadlines and process may result in future denials of this benefit.

Employee signature:	Date:
Student Services Processed:	HR Received: