

Nipissing University

Policy Category	Human Resources
Policy Number	
Policy Name	Tuition Subsidy Policy
Responsible Department	
Original Approval Date	
Approval Authority	
Last Updated	
Next Review Date	

Tuition Fee Subsidy for Employees and Dependents

(FASBU, OPSEU, and Administrative)

The tuition fee exemption applies to Weighted Grant Unit (WGU) Undergraduate and Masters Level courses, subject to any enrolment cap in the course. The tuition fee exemption does not apply to AQ, ABQ, ABED, Principals Courses, ASL courses and non-credit courses; however, it does apply to Bed in extension.

Tuition fee exemption does not apply to or include any incidental/ancillary fees, foreign fee supplement, student union fees, continuation, or extension fees, and/or exam fees.

NOTE: Full-Time Academic Staff Bargaining Unit (FASBU) members' dependents and spouse are also eligible for tuition fee exemption for full-time Doctoral level courses, as outlined in their collective agreement.

Eligibility:

Full-time employees (FASBU, Full-time & Part-time Permanent OPSEU & Full-time Administrative), their dependents and their spouse are eligible for tuition fee exemption following successful completion of probation, if applicable.

Dependents of retired employees, dependents of employees deceased while in the full-time employ of Nipissing University, and dependents of employees on LTD while in the employ of Nipissing University are also eligible.

Any student eligible for a tuition subsidy must remain in good standing subject to the academic and financial policies. In the event of loss of good standing, the same course(s) or an equivalent one(s), however, may be taken at the student's expense in order to reinstate eligibility or good standing.

Dependents are defined as children of an employee who are entitled to be claimed as dependent children within the meaning of the Income Tax Act in the years in which the tuition fee exemption requested and not over the age of twenty-six (26).

NOTE: Full-Time Academic Staff Bargaining Unit (FASBU) retired members' and the Member's spouse and dependent(s) are also eligible for tuition fee exemption, as outlined in their collective agreement.

Employees only: If an employee is registering in a course scheduled to take place during normal working hours, the employee must provide in writing to Human Resources how they will make up the missed time from work, with approval from their supervisor. Employees must submit this and a completed application form to the Human Resources Office prior to registering for any course. A maximum of five (5) hours per week may be used in this manner.

In order to avoid any confusion during the registration process, staff members wishing to take advantage of this policy must submit a completed application form *prior* to registering.

** The tuition subsidy does not cover the cost of exams, incidental fees, student union fees or foreign fees. Should any balances remain unpaid.**