

INTERNAL DOCUMENT – EMPLOYEE USE ONLY



CONTINUOUS LEARNING TUITION WAIVER REQUEST

For Continuing Education and Distributed Learning (Online) courses

Yes, I agree to read the following information and guidelines pertaining to the waiver request process.

INFORMATION AND GUIDELINES

For the purpose of this process, continuing education and distributed learning courses pertain to credit and non-credit courses offered under the respective Divisions.

- Employees may have tuition waived for courses provided the following criteria and conditions have been met:
 - The individual continuous learning plan has been completed and endorsed by the employee’s immediate supervisor
 - The tuition waiver form has been completed and approved by the immediate supervisor
 - There are sufficient fee-payer students to successfully offer the course at cost-recovery;
 - All fee-payer students have been accommodated first

CONDITIONS:

- The waiver request applies to tuition only*
- Employee is responsible for the purchase of books or required materials and supplies
- (INSTITUTIONAL AND CAMPUS LEARNING) College of the North Atlantic should consider the resources of its own Contract Training and Continuing Education Division as its first partner in designing and developing institutional and campus learning opportunities. In addition, the Instructional Design capabilities and distance delivery capacity of Virtual Campus Distributed Learning Service should be considered.

EXCEPTIONS:

***Some exceptions apply** in that the employee is required to pay a portion of tuition or full tuition and include but are not limited to:

- licensing courses legislated by provincial and federal government, e.g. Firearms courses, Boat certification, real estate and insurance examinations, IT examinations;
- courses or programs offered in partnership with other curriculum providers whereby a per-student fee is charged to the college as part of the partnership;
- partial tuition fees will apply in some cases where a non-credit course is offered in partnership with an external training provider/partner and a portion of the tuition is paid to the partner as part of the negotiated agreement.

EMPLOYEE CONTINUOUS LEARNING TUITION WAIVER REQUEST		
First Name:	Course Title	
Last Name:	Course Number	
Position/Title:	Campus Location:	
Mailing Address: City/Town Postal Code	Email Address: Work Telephone: Home Telephone:	
Program/Course Type: <input type="checkbox"/> Continuing Education Evening/Daytime <input type="checkbox"/> Contract Training (Daytime) <input type="checkbox"/> Distributed Learning (Online) <input type="checkbox"/> Other	Employee Signature: _____ Date: _____	
OFFICIAL SIGNATURES		
Immediate Supervisor:	Business Development Officer:	HEADQUARTERS USE - Signature of HQ Approver:
Date:	Date:	Date:

Approved: YES; NO

If no, indicate reason for denial below and provide a copy to the employee requesting approval. **Reason for denial:**