

a. ceiling salary at the start of the semester, or

b. on LTD or Workers' Compensation, or

c. on approved leave of absence.

2.02 Retired Former Continuing Employees are eligible for Tuition Waiver.

2.03 Spouses and Dependents

a.

3.03 The Tuition Waiver applies only to tuition fees levied for approved courses and programs. Tuition fees in this context also include co-operative education fees, course challenge tuition fees, "on leave" fees for graduate students, audit and special audit fees.

3.04 The Tuition Waiver does not apply to student activity fees, athletic and recreation fees, student services fees, field activity or laboratory fees, re-admission fees, graduation fees, and any other miscellaneous charges.

3.05 A student may not receive both a full Tuition Waiver and free tuition from an award. The Tuition Waiver will not be applied unless the student has declined the award.

4. Procedures

4.01 Continuing Employee (for themselves or Spouse or Dependent)

- a. The Continuing Employee will obtain a Tuition Waiver application form from his/her department or from Human Resources.
- b. The Continuing Employee will complete the Tuition Waiver application form and certify that all conditions set out in Policy AD 10.12 are met.
- c. The department head will verify that the applicant for a Tuition Waiver is either a Full-time Employee in a Continuing Position or a Part-time Employee in a Continuing Position. If the applicant is a Part-time Employee in a Continuing Position, the department head will specify the percentage of time worked.
- d. The student will present the signed Tuition Waiver application form to the Cashiers Office along with his/her fee assessment form and will pay all non-tuition registration fees.

4.02 Retired Former Continuing Employee (for themselves or Spouse or Dependent):

- a. The Retired Former Continuing Employee will obtain a Tuition Waiver application form from Human Resources.

- c. The student will present the signed Tuition Waiver application form to the Cashiers Office along with his/her fee assessment form and will pay all non-tuition registration fees.