

University of Prince Edward Island Policy	Policy No. admhrdtd_0001	Revision No. 1
Policy Title University Employee Tuition Waiver Policy		Page 1 of 3
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Responsibility Human Resources		Access C

1 Purpose

- 1.1 To afford eligible employees of the University an opportunity to improve upon their knowledge and, consequently, their job performance.
- 1.2 To reimburse eligible employees for tuition costs incurred as a result of the employee's endeavor to improve educational qualifications.

2 Scope

- 2.1 The following shall be eligible for coverage under the Tuition Policy:
 - 2.1.1 Permanent full-time employees.
 - 2.1.2 Permanent part-time employees who work at least 50% of the normal working hours.
 - 2.1.3 Term full-time employees are eligible for waiver of tuition after six (6) months providing the contract term is at least one (1) year in length.
 - 2.1.4 The policy also applies to Research Assistants, employees of the Chaplaincy Centre, and varsity coaches on payroll.
 - 2.1.5 Unless otherwise specified, persons working on UPEI grounds, but not employed by UPEI, shall not be eligible for coverage under this policy.
- 2.2 To be eligible for waiver of tuition, employees must serve six (6) months continuous full time or permanent part time employment with the University prior to the course registration date.
- 2.3 This policy shall apply to regular degree and diploma courses as offered in the University Calendar.
- 2.4 This program excludes seminars, conferences, workshops and similar educational experiences of a short-term nature which may be scheduled during working hours and which will be administered within each department. It also excludes non-

credit programs and courses.

3 Policy

- 3.1 The University of Prince Edward Island is committed to encouraging and assisting employees to improve their educational qualifications in subjects and disciplines which will place the employees in a position to improve their job performance and professional development.
- 3.2 An employee may apply for waiver of tuition for up to two (2), three-semester-hour courses or one, six-semester-hour course, in any one semester or summer session. In the case of part-time and sessional employees, one (1) course per semester at no cost.
- 3.3 Employees shall be eligible for a tuition waiver for audit or credit courses after first discussing the proposed course of study with the immediate supervisor. Following discussions and approval by the Supervisor, a tuition waiver form must be submitted prior to the start of the course.
- 3.4 Those employees taking courses during working hours must file their class schedule with the University Human Resources Office and make appropriate arrangements to compensate for lost working time. Class attendance will be on the employee's own time and any time taken off during normal working hours must be charged to annual leave accumulations. Operational requirements of the University will take precedence.
- 3.5 Employees registered in a Master's Program shall pay the full cost of the program and student fees less the current single course fee on the basis of one (1) course per semester. A maximum of four (4) courses may be allowed over the term of the Master's Program. In a case where an employee takes an individual Master's course but is not enrolled in a program, the waiver of tuition requires the approval of the Dean of the Master's Program involved. The Master of Business Administration is exempt from this policy. Employees desiring to participate in this program may approach the University through their department for possible partial sponsorship.

- 3.6 Employees will not be reimbursed for costs of textbooks, laboratory supplies, instruments, etc.; except that the cost of textbooks required for a course may be reimbursed at the discretion of the Department Head if the textbook is to be used, on a regular basis, in the performance of the employee's duties. The textbook becomes, and remains, the property of the University.
- 3.7 Proof of a passing grade or satisfactory completion of the course may be required at the completion of the course at the request of the University.