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<b>Executive Responsibility:</b>	Vice-President Academic & Provost	<b>Next Review:</b>	June, 2011
<b>Administrative Responsibility:</b>	Registrar, and Director <u>of</u> Enrolment Services	<b>Policy:</b>	33.01

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STATEMENT:

Provincially-Funded Courses

Provincially-funded courses are courses funded by the Ministry of Advanced Education ~~and Labour Market Development~~, or the Industry Training Authority (ITA), ~~for which students pay regular tuition fees.~~

University employees, falling within the VIUFA, CUPE, BCGEU, and Administration jurisdictions, who have an eligible-regular<sup>1</sup> -appointment may register in courses in the ~~(Fall/Spring and Intersession terms)~~ at no cost based on the following conditions:-

1. Tuition free enrolment is dependent upon no fee paying student being unreasonably displaced and is subject to departmental operational needs, determined by the Dean, Director, or Campus Principal.
2. All admission prerequisites for a course must be satisfied.
3. Employees will be required to pay an one-time-only application fee, as specified from time to time by the Registrar and Director of Enrolment Services, and any laboratory or material fees, and student association fees.
4. All academic regulations will apply.
5. Employees may register any time on or after the end of the earlyfirst registration date assigned to the unclassified students period.
6. Employees may be subject to other rights or restrictions and should consult the appropriate collective agreement.

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<sup>1</sup> Eligible means

- as defined in respective collective agreements ~~or, Terms and Conditions of Employment for Administrators and Term Administrators policy.~~

## Revenue-Dependent Courses

Revenue-dependent courses are courses where-in which there is no provincial funding and students pay differential (non-regular) fees to cover the full cost of the courses and courses where-in which there is provincial funding and students pay differential fees to cover the extraordinary cost of the courses. Courses may be for credit or not-for-credit.

1. Eligible<sup>2</sup>-University employees will be allowed to enroll in ~~one~~ revenue-dependent courses per term, at no cost, under the following guidelines:

- the minimum number to meet the financial threshold is reached with ~~fee-payer~~fee paying students;
- there is a seat available in the course; and,
- any applicable lab fees ~~are-is~~ paid by the employee.

2. As revenue dependent courses operate on a cost recovery basis, priority must be given to fee paying students. There is a limit of one free course per term, unless otherwise stated in a collective agreement.

3. Some courses may be excluded and may not be available to employees under this policy; e.g. courses for which the instructor is paid on a "per participant" basis or international field school. Such excluded courses will be identified to the Registration Centre by the respective area-department/faculty.

4. If an employee registers as a ~~fee-payer~~fee paying student, he/she cannot later request a refund and/or switch to "free" status.

NOTE: One cannot be assured a seat until three days prior to the course. Many courses are in high demand and will be full with ~~fee-payers~~fee paying students. The only way to be sure to get a seat in a class is to register as a fee-payer.

5. All admission prerequisites for a course must be satisfied.

6. All academic regulations will apply.

7. Employees may be subject to other rights or restrictions and should consult the appropriate collective agreement.

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### <sup>2</sup>~~Eligible means:~~

- ~~an individual employed by Vancouver Island University for a minimum of three months and only during the actual period of employment (in the case of a not-for-credit course).~~
- ~~holding a regular appointment as defined in respective collective agreements (in the case of a credit course).~~

Forms with Applicable Guidelines:

- [Request for Employee Tuition Waiver -VIUFA](#)
- [Request for Employee Tuition Waiver - CUPE](#)
- [Request for Employee Tuition Waiver -BCGEU](#)
- [Request for Employee Tuition Wavier -ADMIN](#)

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