



Tuition Waiver – Staff and Faculty

Category: Human Resources;

Jurisdiction: Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: September 1972;

Amendments: January 1989; September 1991; September 1995; November 1997; December 1998; February 6, 2003; July 1, 2004; May 31, 2006; August 15, 2007; February 2008; September 2008; December 18, 2009; May 1, 2016; March 20, 2018; October 8, 2019.

Rationale

This program is intended to provide eligible employees and their family members with the opportunity of furthering their educational/career development by making Lakehead University undergraduate and graduate courses available to them at reduced cost.

Policy

This policy provides, subject to the definitions and guidelines, a tuition fee exception for staff, faculty, spouses, and dependents.

Individuals who enroll in Lakehead University graduate or undergraduate credit courses are eligible for a tuition waiver equivalent to the maximum of the domestic fee for a student enrolled in the first year of a program in the Faculty of Social Sciences and Humanities. This annual maximum applies per budget year (May 1 to April 30) and a lifetime maximum of \$30,000 applies per staff member, spouse or dependent. For current rates, please visit: Schedule of Academic Fees (Undergraduate – Arts/Science).

The maximum amount of assistance that a student is eligible to receive from the operating budget funds of the University is that of full tuition. The scholarship will be deemed to have

been paid first and then the tuition waiver up to the amount of the full tuition. For those who have been awarded the Presidential Scholarship or the Northwestern Ontario Leaders' Scholarship, they will receive the full value of these scholarships.

Definitions

Dependents: Unmarried children of an employee, under the age of 26 years and in the full- or part-time Fall/Winter term and/or the Spring/Summer term and totally dependent upon the employee for support.

Spouse: An individual to whom the employee is legally married, or his/her common-law spouse, who is an individual of either sex with whom the employee cohabits and publicly represents as his/her spouse.

Staff:

1. Established Position: A permanent position approved by the Board of Governors.
2. Lakehead Contract Employee: A person working under a specific work arrangement for a specified period of time. A contract employee will be eligible for tuition waiver after 12 months of employment, and a spouse and/or dependent(s) will be eligible after the contract employee has completed 3 years of continuous employment.
3. Special Contract Employee: A person working under a specific work arrangement that is not directly funded by the Lakehead University operating budget. A special contract employee, spouse, and dependent(s) will be eligible for tuition waiver if the funding agency agrees to pay for the tuition benefit.

Faculty:

1. Effective July 1, 2004, a full-time member, his/her dependent and/or the spouse of a member with a full-time appointment. No full-time member, dependent or spouse will be entitled to exceed the tuition waiver maximums specified in this policy.
2. A member with an appointment as a Contract Lecturer Member at Level 2 or Level 3 will receive an \$800 tuition waiver credit to be used by the member and/or his/her spouse/dependents who enroll in a regularly-scheduled University course for academic credit in the current or subsequent academic year. No Contract Lecturer Member at

Level 2 or Level 3, dependent, or spouse will be entitled to exceed the tuition waiver maximums specified in this paragraph.

Guidelines

1. Employees in established positions are eligible for a tuition waiver.
2. Employees on approved job sharing arrangements may apply for a tuition waiver on a pro-rated basis.
3. Spouse and dependents of staff may apply for a tuition waiver.
4. At retirement, an employee is eligible for a tuition waiver for any course(s) in which he/she is currently enrolled.
5. A spouse or dependent of an employee who retires at normal retirement date will continue to be eligible for the tuition waiver until he/she has completed the undergraduate course(s) or graduate course(s) in which he/she is currently enrolled.
6. A spouse or dependent of an employee who dies will continue to be eligible for the tuition waiver until he/she has completed the course(s) in which he/she is enrolled and for the next two academic years, subject to lifetime maximum.
7. The tuition waiver will be effective from the date of hire to the date of termination. If an employee joins Lakehead University in the middle of a term, the tuition waiver will be pro-rated at the start of the next term.
8. An employee who is on sick leave with pay, or for the first 24 months of receiving payment under a plan for long-term disability, or receiving payment under the Workplace Safety and Insurance Act, or is on maternity/paternity/parental leave, is eligible for a tuition waiver as if he/she were at work. A spouse or dependent of such an employee is similarly eligible.
9. An employee on an approved leave without pay for non-medical reasons for a term in excess of one month is ineligible for a tuition waiver while on such leave. Spouse and dependents are also ineligible.
10. Courses are to be taken outside of normal working hours. An exception may be made if the course is a prerequisite for the member's job position. A request to take the course during working hours must have the approval of the appropriate

Chair/Director/Dean and an explanation of how the time will be made up. Time taken for any courses during working hours shall be made up by the employee.

11. Tuition costs for employees in established positions are an operating cost for Lakehead University. Budgets will be established against which the cost of waivers will be charged. Tuition costs for contract employees will be charged against the contract funding.
12. This policy does not apply to audit fees, co-op program participation fee (work term), English Language courses, activity fees, lab fees, field trip fees, or other incidental fees that may be required.
13. Lakehead Contract Employees hired prior to July 1, 2004 are covered by the eligibility definitions in their contracts in place as of June 30, 2004.
14. If two faculty or staff are related to a dependent child, the dependent child will be eligible for only one scholarship.
15. Tuition waiver for spouses and dependents is scholarship income for the student receiving the benefit and, accordingly, the student will receive a T4A slip.
16. Completed application forms, signed by the supervisor of the employee, must be forwarded to the Office of Human Resources at the same time as the registration takes place. The supervisor's signature is not only required for employee applications, but also for spouse and dependent applications.
17. Policy interpretation should be directed to the Associate Vice-President of Human Resources.

Review

The Associate Vice President of Human Resources will review this policy within three years.

Review Period: 3 years;

Date for Next Review: 2022-2023;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please

contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.