



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	July 2019
Approving Sector Head	Director, Human Resources
Policy	Tuition Credits – Employee

- (a) A Regular full-time, Regular part-time, or Sessional Employee is eligible to receive full tuition credit for any credit course (up to Masters level) whether it is job related or not to a maximum of 12 credits during the period September 1 to August 31.
- (b) If the course(s) applied for will interfere with the Employee's regular scheduled work week, Manager or Supervisor's approval is also required in writing with a copy to Human Resources. Human Resources will advise the Employee of approval.
- (c) An employee must commit one month of service with the employer for every month, or portion thereof, spent completing Master's level courses, after completion of the degree requirements.
- (d) If an employee leaves the employment of the University prior to completion of the required service, they shall reimburse the University for a pro-rated portion of the tuition credit.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.