

SIR SANDFORD FLEMING COLLEGE POLICY MANUAL

Policy # 2-209 Staff Tuition Fees	
Classification: Section 2 – Academic Affairs	
Approved by: Board of Governors	Date Approved: September 4, 2013
Replaces: # 2-209, Staff Tuition Fees (BoG January 1993 #2; July 24, 2008 #3; BoG September 2008)	
Next Policy Review: 2018	Responsibility of: Executive Leaders Team

Policy Statement

Fleming College is dedicated to the pursuit of lifelong learning; this policy confirms the College's commitment to the development of an employee's skills and abilities.

The College will, within the limits of its resources, provide opportunity for employees of the College to enrol in Ministry-funded courses offered by the College at a nominal fee and shall publish procedures whereby members of the College community may participate in these opportunities.

Purpose / Scope

The purpose of this policy is to inform Fleming College employees about the provision of staff tuition fees to ensure consistency in application.

The policy applies to all employees of Fleming College and those who are deemed to be equivalent to full-time employees.

It is the responsibility of the Registrar to ensure the procedures are properly enforced and to negotiate alterations as required. The administration, interpretation and application of the policy are the responsibility of the Vice-President Academic.

Definitions

Employees of the College shall be taken to mean all full-time and part-time members of the faculty (counsellors, partial-load and contract), support staff and administrative groups, and permanent contract employees. The policy also includes those who are deemed to be equivalent to full-time employees: former employees who have retired from the College and College Governors, past and current.

General Principles

Courses shall be taken out of normal working hours on the employees own time. Managers must discuss requests for exceptions with Human Resources.

Student employees are not eligible to take courses at the staff rate.

Employees may not receive the staff tuition rate more than once for the same course.

The College reserves the right to set and adjust the staff rate.

Operating Procedure

1. Employees and Governors of the College may enrol in any Ministry of Training, Colleges and Universities-funded credit or vocational courses for a tuition fee of \$20.00 (text books, consumable supplies or materials are not included in this price) and register using the same process as all other students.
2. Full fees will be required for other non-funded courses, workshops and seminars. Current employees may apply for professional development funding.
3. An application form (attached) must be completed. For non-full-time employees, the approval section of the application form must also be signed.
4. Former employees of the College who have retired and are collecting a pension through the C.A.A.T. Pension Fund may take advantage of this rate.
5. Current Governors (upon appointment to the Board) and Governors who have completed a full term of appointment are eligible. The Board Secretary will provide the Part-time Studies Officer with a listing of past and current governors who are eligible. To register, Governors will complete the Staff Tuition Fee Application Form.

Related Documents

- Staff Tuition Fee Application Form

Appendices

Appendix A: *Staff Tuition Fee Application Form*

Monitoring of Operating Procedure

Next Review: 2016

Responsibility of: *Registrar*

Procedure Review Summary:

Application Form, July 2009
August 2013

Registrar
Registrar

STAFF TUITION FEE APPLICATION FORM

QUALIFYING CRITERIA

Available to any full or part time current employee who wishes to enrol in a Ministry-funded course for the staff rate of \$20.00. Textbooks and supplies are not included in this rate. To be eligible, a part-time employee will have been employed at Fleming College four (4) consecutive months in the 12-month period prior to submission of the request.

Check One:

- Staff – Full time
- Board of Governors
- Contract

- Staff – Part-time/Partial Load/Contract
- Retiree

PROCESS

1. To register for a course, all employees* must complete this form. Part-time employees must obtain the signature of their Leader/Supervisor on a course-by-course basis. To validate part-time eligibility, the Leader/Supervisor is required to consult with Human Resources. Permanent contract employees must obtain the approval and signature of the Director of Budget Services.

* as defined in Policy 2-209

2. Submit this form to the Office of the Registrar.
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GENERAL INFORMATION

Applicant Name:
Employee / Governor ID Number:
Date:
School / Department:
Position:
Course Name:
Course Number:
Cost of Course as Listed in Calendar:

APPROVAL (if not full-time employee)

Administrative Leader/Supervisor Signature: _____