

## Tuition Fee Waiver Benefit Program

Tuition fees will be waived at the domestic rate for degree credit course(s) except for deregulated programs as follows:

- (a) the tuition waiver for deregulated undergraduate programs will be capped at the domestic rate for non-deregulated undergraduate programs; and
- (b) the tuition waiver for deregulated graduate programs will be capped at the standard domestic deregulated rate that applies to most graduate programs.

To determine the specific amount of tuition that will be covered please contact Student Financial Services.

In the event of a possible conflict between the Tuition Fee Waiver Benefit as set out in this document and the applicable collective agreement, the collective agreement provisions shall prevail.

### **Guidelines:**

#### **Eligibility**

The following employees are eligible for the tuition fee waiver:

#### **Academic Employees**

- Members of York University Faculty Association (YUFA), YUFA exempt and Osgoode Hall Faculty Association (OHFA) and their eligible dependants, immediately upon appointment to the University.
- Retired members of YUFA, YUFA exempt and OHFA and their eligible dependants.
- Eligible dependants of deceased members of YUFA, YUFA exempt and OHFA. Children of members of YUFA, OHFA and YUFA exempt who were dependant at the time of the death of the member will be eligible for the fee waiver provided that the dependant child commences and continues in a degree program at York University prior to age 21.
- Members of Canadian Union of Public Employees Local 3903 (CUPE 3903) – Unit 2, only on written confirmation from Faculty Relations.
- Ontario Public Service Employees Union Employees (OPSEU)– Fulltime York University English Language Instructors (YUELI)

#### **Non-Academic Employees**

Members of the following employee groups/associations/designations:

- Confidential, Professional and Managerial Employees (CPM)
- Canadian Union of Public Employees Local 1356 (CUPE 1356)
- Canadian Union of Public Employees Local 1356 – Unit 1 (CUPE 1356-1)
- International Union of Operating Engineers Local 772 (IUOE)
- York University Staff Association Association du Personnel de l'Université York (YusApuY)
- Research Assistants
- Research Associates

To qualify for the waiver, members of these employee groups/associations/designations must be employed in a continuing/sessional position requiring more than 24 hours per week. Eligible employees qualify immediately upon appointment to the University. Their eligible dependants can apply for a tuition waiver only after the employee has completed one year of continuous service with the University.

Employees in a one-year contract position will be eligible for the waiver upon receiving an extension beyond that one year to another contract or immediately upon appointment to a continuing position requiring more than 24 hours per week. Their eligible dependants can apply for a tuition waiver after the employee has completed two years in a contract position or one year of continuous service in a continuing position with the University.

Retired non-academic CPM, CUPE 1356, CUPE 1356-1 and YusApuY employees and their eligible dependants can apply for a tuition waiver providing the employee commenced receipt of a York University pension immediately upon retirement.

University employees on Long Term Disability and their eligible dependants can apply for a tuition waiver.

### **Definition of Dependants**

The Tuition Fee Waiver Program relies on the same definition of a dependant that applies to a spouse or child under the terms of the applicable York employee's benefit plan. Dependant children must also be enrolled at York University on a full time basis (a dependant child is deemed to be full-time if he or she takes the equivalent of 18 credits or more during the academic session). The definitions of dependant for the purpose of the waiver are summarized as follows:

#### **Spouse:**

The person with whom an employee is cohabiting in a marriage-like relationship.

#### **Child dependant:**

- (a) An unmarried child of an employee, under 21 years of age and dependant for support on the employee.
- (b) An unmarried child of an employee, 21 years of age or over but less than 25 years of age, who is a full-time student at York University or on vacation from York University and dependant for support on the employee.

#### **Dependant child with a disability**

The upper age limit for a dependant child does not apply in those cases where the dependant child has a permanent mental or physical disability as defined under Federal Income Tax Regulations and/or in accordance with the disability requirements of the Insurance Carrier. The dependant child must have been deemed to be permanently disabled prior to the age of 21. Documentation will be required verifying the disability. Please note that a dependant child with a permanent disability will be deemed to be full-time for purposes of the fee waiver as long as he or she is enrolled in at least a 40% course load (equivalent to 12 credits).

#### **Tuition Fee Waiver**

The waiver of fees applies to the prescribed amount of the tuition fee, which consists of tuition, centrally collected ancillary fees and fees approved by student referenda. Students are responsible for any additional charges such as late charges, student health plan, material fees

and so on. Tuition fees will not be waived if a course has commenced prior to meeting the eligibility requirements for the waiver.

It is the University's expectation that employees will enroll in courses that are scheduled outside the employee's normal working hours. The department head must approve an employee's request to enroll in any courses held within the employee's normal working hours.

Eligible employees who have completed five calendar years of continuous service with the University are eligible for tuition fee waiver while on an approved leave of absence. The tuition fee will be waived for courses ending within 12 months of the leave.

The Department of Human Resources will determine eligibility for tuition fee waivers based on the employee's employment status, date of hire and declaration of dependants.

Coverage under the terms of the fee waiver policy continues until the end of the semester in which a dependant child turns 25 years of age.

## **Procedures:**

### **Application Procedure**

After an eligible employee, spouse or dependant has been admitted as a student to the University, a completed copy of the Tuition Fee Waiver Application form must be submitted to the Pension and Benefits Office for verification and processing **prior to the start of the course**. The Tuition Fee Waiver will not be backdated.

It is not necessary to reapply for tuition fee waiver for subsequent courses, as long as the employee, spouse or dependant remains eligible under the terms of the policy unless you are a CUPE 3903 Unit 2 member or one of their dependants.

### **Termination of Employment**

Coverage for an eligible employee, spouse or dependant continues until the end of the semester that an employee terminates his or her employment with the University.

### **Taxable Benefit Implications**

Announced in 2009 but retroactive to the start of the 2007 tax year, Canada Revenue Agency indicated if the University provides a tuition waiver to dependant's the fair market value of the tuition is to be reported as a scholarship on a T4A for the dependant.