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

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

The tuition fee waiver does not apply to courses being taken at York University on a letter of permission from another institution.

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 employee groups are eligible for the tuition fee waiver:

- Canadian Union of Public Employees Local 1356 and Local 1356-1 (CUPE 1356 and 1356-1)
- Canadian Union of Public Employees Local 3903 (CUPE 3903) – Unit 2** only upon written confirmation from the Department of Faculty Relations.
- Confidential, Professional and Managerial Employees (CPM)
- International Union of Operating Engineers Local 772 (IUOE)
- Ontario Public Service Employees Union Employees (OPSEU)– Fulltime York University English Language Instructors (YUELI)
- Osgoode Hall Faculty Association (OHFA)
- OHFA exempt
- Research Assistants
- Research Associates
- York University Faculty Association (YUFA)
- YUFA exempt
- York University Staff Association Association du Personnel de l'Universite York (YusApuY)

To qualify for the waiver or have their dependant 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 employees and their eligible dependants can apply for a tuition waiver providing the employee commenced receipt of a York University pension immediately upon retirement. Where a child of an employee was dependent at the time of the employee’s death or retirement, that child is eligible for tuition waiver provided that the child commences and continues full-time in a degree program at York University prior to attaining twenty-one (21) years of age.

Employees who are in receipt of monthly Long Term Disability benefits from the University and their eligible dependants can qualify for a tuition waiver.

Eligible Dependants

Subject to the exceptions set out below, eligible dependants are defined for tuition waiver purposes as follows:

A) Spouse

The person with whom an employee is cohabiting in a marriage-like relationship is deemed a dependant for the purpose of this Program only.

B) Child under 21 years of age

A child under 21 years of age must be unmarried and dependent for support on the employee parent to be an eligible dependant

C) Child aged 21 or over but less than 25 years of age

A child aged 21 or over but less than 25 years of age must be unmarried, enrolled full-time** at York University and dependent for support on the employee-parent.

**Full-time enrollment in this age category differs depending on the academic session in which the dependent child is enrolled.

For the Fall/Winter session(s) (September to April) the dependent child must be enrolled in 18 credits or more. For the Summer session (May to August) the dependent child must be enrolled in 9 credits or more.

The full-time requirement will be met if the dependent child has an independently verified disability making him or her eligible in the academic context to be deemed to be full time while enrolled in a course load of no less than 40% or 12 credits during the Fall/Winter academic session.

Dependants eligible to receive and actually receiving such accommodation are not required to have been diagnosed with a permanent disability before attaining age 21, provided their disability and the nature of required accommodations have been verified by York University’s Counselling and Disability Services office.

The upper limit of 25 years of age does not apply where the dependent 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 for the purpose of coverage for extended health and dental benefits, provided that the dependent child was deemed to be permanently disabled prior to the age of 21. Documentation will be required to be filed with the Pension & Benefits office prior to the dependent attaining age 21 verifying the disability. Please note that a dependent 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).
For greater clarity, eligibility to be deemed full-time with a lighter course load by reason of disability for academic accommodations does not render the child or spouse a “dependant with a disability ” for the purpose of coverage for extended health and dental benefits: the dependent must still meet the disability requirements of the Insurance Carrier.

Procedures:

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. Employees should give careful consideration to applicable academic regulations pertaining to full-time and part-time studies.

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 dependents.

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

Coverage for an eligible employee or dependant continues until the end of the semester that the employee’s employment with the University terminates.

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.

CUPE 3903 Unit 2 employees must submit a Tuition Fee Waiver Application each academic year. The Tuition Fee Waiver Application requires the prior written confirmation from the Department of Faculty Relations, York University, 276 York Lanes, 416-736-5518.