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Description

York University offers a tuition waiver program to its employee groups and their dependents as part of a comprehensive benefits package. By waiving the tuition portion of **degree credit programs**, employees are empowered to pursue their educational and professional goals.

The program is administered by the Pension & Benefits office in the Department of Human Resources with the assessment of waiver coverage and eligible programs is managed by Student Financial Services within the Division of Students.

Employee 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) – Units 2 and 4** 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'Université York (YusApuY)

To qualify for the waiver, members and dependents of the above employee groups must be employed in a position requiring 24 hours or more per week. There is an exception to the 24 hours or more per week for CUPE 3903 units 2 and 4.

Eligible employees and their eligible dependents qualify immediately upon appointment to the University. The waiver is effective the semester following receipt of the fully completed form.

Retired employees and their eligible dependents, if enrolled in post-retirement benefits, 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 dependents can apply for a tuition waiver.

Tuition Fee Waiver Program Guidelines

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.

It is the University's expectation that employees enroll in courses outside of their normal work hours. If accommodation is required, the employee needs to consult with his/her manager.

The Pension & Benefits office will determine **eligibility** for the tuition fee waiver based on the employee's employment status, date of hire and declaration of dependents.

The definition of dependent is as follows:

Spouse

- Cohabiting in a marriage-like relationship with employee.
- Spouse must be listed on the employee's benefit coverage to be eligible for the tuition fee waiver.

Dependent Children

- Unmarried children 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 dependent for support on the employee.
- Dependent children must be listed as dependents on the employee's benefit coverage to be eligible for the tuition fee waiver.
- Dependent children must be enrolled at York University on a full-time basis (a dependent child is deemed to be full-time if he or she takes the equivalent of 18 credits or more during the academic session).
- Where a child of an employee was dependent at the time of the employee's death or retirement, that child is eligible for the tuition fee waiver if the child commences and continues full-time in a degree credit program at York University prior to attaining twenty-one (21) years of age.

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

The upper age limit for a dependent child does not apply in those cases 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.

The dependent child must have been 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.

Tuition Fee Waiver Program Guidelines

Note: For a dependent child over the age of 21 to remain covered under the employee parent **benefits coverage** they must meet the requirement of full-time student status, i.e. be enrolled in 18 credits or more for the Fall/Winter session (September to April 30th) and 9 credits or more in the Summer session (May to August 31st).

A dependent child with a permanent disability will be deemed to be full-time for purposes of the tuition fee waiver if he or she is enrolled in at least a 40% course load (equivalent to 12 credits).

Termination of Employment

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

Degree Program Eligibility & Coverage

Degree-granting programs (Bachelors, Masters and Doctorates) offered by York University are covered under the tuition fee waiver program. Certificate programs and programs offered through the School of Continuing Studies are **not** covered under this benefit.

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. Applicants are responsible for initial fees associated with submitting an admission application. The \$300 registration deposit requirement will be lifted at the time Student Financial Services receives the benefit information from the Pension & Benefits office. Students are responsible for any additional charges such as late charges, graduate registration fees, 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.

Tuition Categories and Waiver Caps

Academic programs fall into one of two tuition categories- regulated and deregulated. Most programs offered at York have tuition fees that are regulated by the provincial government. Tuition fees will be waived at the domestic rate for degree credit course(s) except for deregulated (professional) programs as follows:

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

List of Programs

For the most up to date information please go to

<http://sfs.yorku.ca/fees/courses/ugfaq> to determine WHAT IS THE DIFFERENCE BETWEEN PROFESSIONAL AND REGULAR UNDERGRADUATE FEES?

For a list of the graduate programs go to <http://sfs.yorku.ca/fees/courses/gradfaq> to determine WHAT IS THE DIFFERENCE BETWEEN PROFESSIONAL AND REGULAR GRADUATE FEES?

While on tuition fee waiver, students may apply for aid funding from the Ontario Student Assistance Program (OSAP.) The tuition fee waiver will be taken into consideration in the Ministry's funding assessment.

The tuition fee waiver is a non-taxable benefit for the employee, but a taxable benefit for all dependents. All dependents will receive a T4A and a T2202A to file with the Canadian Revenue Agency. Employees are not issued tax receipts.

Procedure

Those interested in taking courses must:

1. First, submit an application for admission through the Office of Admissions.

The student is responsible for paying all fees associated with the application.

It is the student's responsibility to meet all deadlines and submit all supporting documents prescribed by the Office of Admissions.

Late or incomplete applications may be subject to delay, penalty or denial.

2. After an eligible employee or dependent has been admitted as a student to the University, a completed copy of the Tuition Fee Waiver Application must be submitted immediately to the Pension & Benefits Office for verification and processing.

The Tuition Fee Waiver will not be backdated to the beginning of the session, so it is critical the form is submitted at the time of admission. If the form is submitted after the beginning of the term, the student will be responsible for paying all tuition and fees associated with that term's registration.

3. The completed Tuition Fee Waiver Application can be emailed to askpb@yorku.ca. The Pension & Benefits office will email confirmation to the employee of the receipt and processing of the Tuition Fee Waiver Application. This information will be updated on the

Tuition Fee Waiver Program Guidelines

student's account within 24-48 hours. Forms submitted for spouse/dependents not listed on employee's benefit coverage will be denied.

The \$300 registration deposit requirement will be lifted at the time Student Financial Services receives the benefit information from the Pension & Benefits office.

It is not necessary to reapply for tuition fee waiver for subsequent courses, student remains eligible under the terms of the policy unless the student is a CUPE 3903 Unit 2 or 4 member or one of their dependents.

Students that have not registered in a course for a period longer than two semesters may have to reactivate their files through the Office of the University Registrar to continue their programs.

Who to Contact:

To obtain accurate and current contact information, please visit the York Atlas Directory and type the below Department names in the Department field.

Pension & Benefits, Human Resources

Email askpb@yorku.ca or call 416-736-2100 extension 27572 for information on:

- Benefit eligibility and dependent/spouse definitions
- Submitting the tuition waiver form
- Length of coverage

Student Accounts, SFS

Manager, Student Accounts

- Amount of coverage in dollar figures
- Questions regarding a charge on the account
- Tax and tax form questions

Admissions Client Services

Service Representative, Admissions

- Questions regarding choice of program
- Admission requirements and supporting documentation
- Admission status

Student Client Services

Service Representative, Registrarial Services

- Reactivating student status
- Obtaining and submitting a course audit form

Applicable collective agreements, government acts and regulations and University policies and procedures:

- Canada Revenue Agency's Income Tax Folio S1-F2-C3.108

Applicable forms and related procedure(s):

- Tuition Fee Waiver Application
- Benefits Enrolment and Change Form
- Standard Operating Procedure: Course Audit