



Procedure Information	
Related to Policy No:	E-1.38
Approved by:	Executive Management
Approval Date:	December 5, 2013
Executive Responsible:	VP Community & Student Services & VP Finance
Administrator Responsible:	Registrar & Dean Community & International Education
Date of Next Review:	December 2018

TUITION WAIVER FOR SENIORS PROCEDURES

Definitions

1. Senior
Any individual who is 65 years of age or older
2. Cost Recovery
Any course offered by the Continuing Education Division

Procedures

Open enrollment University Transfer Business Courses

1. Seniors requesting a tuition waiver for open enrollment University Transfer or Business courses must fill out a tuition waiver request form, self-identify as a senior, show proof of age with government issued picture ID, apply for the course, meet course prerequisites, and register the first day of the semester.
2. The tuition waiver request form will be forwarded to the Associate Registrar or Registrar for approval.
3. The request will be approved or denied the day that it is requested, which will be the first day of the term. Seniors will be informed of the decision by the appropriate staff person.
4. Seniors requesting a tuition waiver may access registration no earlier than the first day of the term provided space is available.
5. Approval will be granted on a first requested basis.
6. Anyone who wants to ensure a seat in a class may register and pay in advance. No waivers will be granted.

Continuing Education

7. Seniors requesting a tuition waiver for Continuing Education courses must fill out a tuition waiver request form, self-identify as a senior, show proof of age with government issued picture ID, meet course prerequisites, and register on business day prior to the start date of the class.
8. The tuition waiver request form will be forwarded to the Dean of Community & International Education or designate for approval.
9. The request will be approved or denied the day that it is requested, which will be one business day prior to the class start time. Seniors will be informed of the decision by the appropriate staff person.

10. Seniors requesting a tuition waiver may access registration no earlier than one business day prior to the class start date provided space is available.
11. Approval will be granted on a first requested basis.
12. Anyone who wants to ensure a seat in a class may register and pay in advance. No waivers will be granted.

Related Policy

Tuition Waiver for Seniors Policy E-1.38

Forms

Tuition Waiver for Seniors Request Form