



| Policy Information        |                                                      |
|---------------------------|------------------------------------------------------|
| 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 POLICY

### Policy Statement

In its commitment to education as a lifelong process, the College of New Caledonia offers tuition waivers to Senior Citizens for College of New Caledonia courses in University Transfer and Business open enrollment programs and in Continuing Education courses.

### Purpose / Rationale

To provide clear information to the public concerning tuition waivers for Senior Citizens.

### Scope / Limits

This policy applies to individuals who have reached the age of 65 prior to the first day of class.

Tuition waivers do not apply to courses offered by the College of New Caledonia in conjunction with other institutions or industry partners.

Waivers are for tuition only and do not include supplies, materials, or any other fees associated with the course.

### Principles/Guidelines

1. Seniors may have tuition waived in eligible courses if ALL of the following conditions are met:
  - a. They are not displacing a fee paying student
  - b. They meet course prerequisites
  - c. They pay all other applicable fees (such as application fee, registration fee, tech fees, Students' Union fees, textbooks, and other costs associated with the course)
  - d. They present proof of meeting the age requirement
  - e. There is sufficient enrollment to warrant running the class
  - f. There are open seats in the class
  - g. They do not displace a CNC employee or employee's family member for a seat in a course.

2. Seniors may have tuition waived if they register for open enrollment courses in University Transfer and Business no earlier than the first day of each term.
3. Seniors may have tuition waived in Continuing Education courses if they register no earlier than one working day prior to the course start date.
4. Seniors who choose to guarantee a seat in eligible courses by registering and paying the tuition are not eligible to receive a tuition waiver or refund.
5. As a public institution the College has an obligation to be financially responsible; therefore, the College reserves the right to limit the number of tuition waivers offered.

#### **Legislative and Collective Agreement References**

None

#### **Links to Other Related Policies, Documents and Websites**

Procedures for Tuition Waiver for Seniors

Tuition Waiver for Seniors Request Form

#### **Policy Amendment Log**

| <b>Amendment Number:</b> | <b>Date:</b>                    |
|--------------------------|---------------------------------|
| 0                        | December 5 <sup>th</sup> , 2013 |
| 1                        |                                 |
| 2                        |                                 |