

# Tuition Waiver Policy

## Eligibility

The following groups are eligible for tuition waiver:

- Brandon University Faculty Association
- Academic Administrators
- Managers and Professional Officers
- Manitoba Government and General Employees' Union

In the event of a possible conflict between the Tuition Waiver benefit as set out in this document and the applicable collective agreement, the collective agreement provisions will apply.

To qualify for tuition waiver members of the above groups must have an appointment of one year or more and work a minimum of 17.5 hours per week.

For employees hired after April 1, 2015 the tuition waiver eligibility will be effective the first of the month following 30 calendar days of employment. Eligible employees on record as of April 1, 2015 qualify effective April 1, 2015.

To be eligible a dependent must be registered as a dependent under the employee's certificate number through the Brandon University extended health benefits plan.

Dependents are defined as spouse (as described below), and children less than 26 years of age, unmarried and unemployed including natural, adopted or step-children and dependent for support on the employee-parent. Children of a common-law spouse may be covered if they are living with you.

*The term "spouse" means the person who is legally married to you, or has continuously resided with you for not less than one full year having been represented as members of a conjugal relationship. To be eligible a common-law spouse must be registered at the time of employment, otherwise there shall be a one-year waiting period from the date the declaration is received in Human Resources or one year from date of cohabitation if the cohabitation date is within the previous 14 months.*

Employees in receipt of monthly Long Term Disability benefits; through Brandon University, and their eligible dependents can qualify for a tuition waiver.

## Procedures

The tuition waiver applies to graduate and undergraduate programs through Brandon University. Students are responsible for all other additional fees and charges. Eligibility must be met prior to the commencement of the term.

Human Resources will determine eligibility for tuition waivers based on the employee's employment status, date of hire, declaration of dependents and the Tuition Waiver Policy.

Coverage for an eligible employee or dependent continues until the end of the term that the employee's employment with Brandon University terminates.

Dependent child coverage; under the terms of this policy, continues until the end of the term in which a dependent child turns 26 years of age.

### **Application Procedure**

After an eligible employee, spouse or dependent has been admitted to Brandon University, a completed copy of the [Tuition Waiver Application](#) must be submitted to Human Resources for verification and processing prior to the start of the term. The Tuition Waiver will not be backdated.

An application for tuition waiver must be received for each academic session (Fall, Winter & Spring/Summer) within an academic year. A separate application must be submitted for each student within a family unit.

The tuition waiver is not considered a taxable benefit for the employee and as such, the employee is not entitled to receive a T2202A. The tuition amount is included as a scholarship on a T4A slip for a family member. If you have questions you can refer to the Canada Revenue Agency General Income Tax and Benefit Guide.