



30 March, 2014

## **Tuition Reduction – Process Guidelines**

As noted in the HR Policy manual, spouses and children of regular Employees and long-stay Paris Expats are entitled to enroll in full-time PSUAD undergraduate and graduate degree programs with a tuition waiver of 50% (exclusive of books, materials and residence costs). And, where there is no operational impact, regular Employees and Paris Expats may themselves benefit from this tuition reduction.

The tuition reduction benefit is limited to a maximum of two family members per Employee, and conditional upon the Employee being employed by PSUAD during the full period of tuition reduction. Note that the taking of this benefit does not preclude the student from applying for other scholarship or sponsorship benefits from PSUAD (or any other entity) with the understanding, however, that the student cannot duplicate benefits.

The following process guidelines are intended to clarify how employees and/or their dependents access and maintain this benefit. However, in no case are the guidelines intended to replace the language in the HR Policy manual relating to tuition waiver. If an employee has a question or comment they may contact their Head of Department or the HR Department.

### **1) Dependents**

- a) Prior to applying for a tuition reduction, the Employee should first confirm for HR the dependent status (ie. authenticated marriage license or birth certificate).
- b) To ensure no visa issues, the Employee should discuss visa requirements for their dependents with the Student Affairs Department.
- c) Student applies through the normal registration process.
- d) Upon acceptance, the Employee should notify HR of their interest in the tuition reduction. HR will confirm acceptance with the Registrar, obtain DVC Academic approval and forward to Finance for their records.
- e) Finance will contact the Employee to arrange payment (payment of which should be received prior to commencement of classes).
- f) The tuition reduction benefit is only offered to a maximum of four years (inclusive of French Intensive Course).
- g) While the years of attendance should be contiguous, a one semester break in studies will not negate continuation of the benefit entitlement.
- h) To continue to receive the tuition reduction benefit, the student must maintain a good academic standing to receive the tuition deduction in subsequent semesters. Good standing is defined as 10 (out of a scale of 20) or better.

## 2) Employees

- a) The tuition reduction benefit should not be considered as an approval to be absent during normal working hours. Where the class schedule may impact on the Employees normal work activity, the Employee will require prior support from their HOD and approval of the relevant DVC.
- b) Employee applies through the normal registration process.
- c) Upon acceptance, the Employee should notify HR of their interest in the tuition reduction. HR will confirm acceptance with the Registrar, obtain DVC Academic approval and forward to Finance for their records.
- d) Finance will contact the Employee to arrange payment (payment of which should be received prior to commencement of classes). The tuition reduction benefit is only offered to a maximum of four years (inclusive of French Intensive Course).
- e) While the years of attendance should be contiguous, a one semester break in studies will not negate continuation of the benefit entitlement.
- f) To continue to receive the tuition reduction benefit, the student must maintain a good academic standing to receive the tuition deduction in subsequent semesters. Good standing is defined as 10 (out of a scale of 20) or better.