

## Tuition Policy for NSAC Faculty and Staff

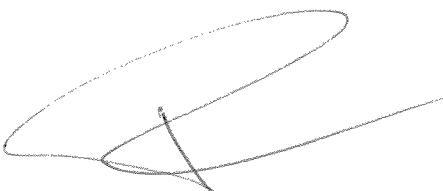
Effective January 1, 2003, employees of NSAC and their immediate families are entitled to the following Tuition waivers:

1. NSAC Faculty and Staff will be entitled to enrol in one credit course per calendar year on a tuition-free basis. The following provisions apply:
  - a. This provision applies to those employees who have been employed by the College on at least a half-time basis without interruption for the past year (12 calendar months).
  - b. Written supervisor permission is required. If the course to be attended is offered during normal working hours, supervisors may require that time spent in class during normal working hours be made up elsewhere, hour for hour.
  - c. This provision applies only to courses that are undergraduate degree or technical, that are taught by NSAC faculty, for which fees are normally fully payable to NSAC, that are completely delivered from the Bible Hill campus, and that are not already fully subscribed.
2. Children and spouses of NSAC employees will be entitled to enrol in undergraduate and technical courses at 50% of the normal tuition costs according to the following regulations:
  - a. This policy applies to the children or spouses of those employees who have been employed by NSAC with at least 12 months of service.
  - b. Students benefitting from this provision must be registered as full time students in a recognized NSAC undergraduate degree, or technical program.
  - c. This provision shall be limited to 10 courses per academic year, and 40 courses in total.
  - d. This provision applies only to courses taught by NSAC faculty, for which fees are normally fully payable to NSAC, and which are completely delivered from the Bible Hill campus, which meet these criteria.
3. To access the benefits of this policy, individuals must meet admission criteria and must apply to the Registrar through their budget subject manager.

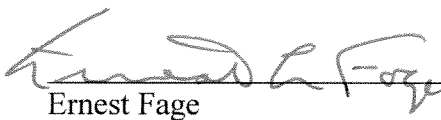
4. *Free or reduced tuition received under this policy will be treated as a taxable benefit by Customs and Revenue Canada.*

  
\_\_\_\_\_  
Garth Coffin  
Principal

28/11/02  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Peter Underwood  
Deputy Minister, NSDAF

Dec 3/02  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ernest Fage  
Minister, NSDAF

Dec. 11/02  
\_\_\_\_\_  
Date

## **Tuition Policy for NSAC Faculty and Staff**

### **--Clarification of Original Policy Signed by Minister--**

(Approved Dec 5, 2002 by NSAC Executive)

(Revised October 13, 2004 by Senior Mgmt Committee - Revisions Retroactive to Sept 1, 2004)

(Revised Feb 3, 2005 by Senior Mgmt Committee - section 5 added)

Effective January 1, 2003, employees of NSAC and their immediate families are entitled to the following Tuition waivers:

1. NSAC Faculty and Staff will be entitled to enrol in one credit course per calendar year on a tuition and student fees free basis. The following provisions apply:

a. This provision applies to those employees who have been employed by the College on at least a half-time basis without interruption for the past year (12 calendar months).

b. Written supervisor permission is required. If the course to be attended is offered during normal working hours, supervisors may require that time spent in class during normal working hours be made up elsewhere, hour for hour.

c. This provision applies only to courses that are undergraduate degree or technical, that are taught by NSAC faculty, for which fees are normally fully payable to NSAC, that are completely delivered from the Bible Hill campus, and that are not already fully subscribed.

2. Children and spouses of NSAC employees will be entitled to enrol in undergraduate and technical courses at 50% of the normal tuition costs according to the following regulations:

a. This policy applies to the children or spouses of those employees who have been employed by NSAC with at least 12 months of service.

b. Students benefitting from this provision must be registered as full time students in a recognized NSAC undergraduate degree, or technical program.

c. This provision shall be limited to 10 courses per academic year, and 40 courses in total.

d. This provision applies only to courses taught by NSAC faculty, for which fees are normally fully payable to NSAC, and which are completely delivered from the Bible Hill campus, which meet these criteria.

3. To access the benefits of this policy, individuals must meet admission criteria and must apply to the Registrar through their budget subject manager.

4. Free or reduced tuition received under this policy will be treated as a taxable benefit by Customs and Revenue Canada.

5. Children and spouses of NSAC employees who have received the 50% tuition discount will be eligible to receive refunds ONLY on the tuition amounts that they actually paid. These refunds will be subject to the institutional refund schedule that is stated in the current university calendar.