

	No. ST14	Page 1 of 2
	Approved by: Senior Team April 2014	
Title Tuition Fee Waiver	Effective Date April 2, 2014	Replaces November, 2013

English For Academic Purposes (EAPP) and Upgrading

All English for Academic Purposes (EAPP) and Upgrading students have the opportunity to “sample” one postsecondary course (not including Continuing Education courses) as a way of introducing them to postsecondary education and Cambrian College. It is at the discretion of the Program Coordinator to offer this opportunity to a student. If the student accepts the offer the Program Coordinator will register the student through General Arts and Science, depending on availability and prerequisites. The course is offered for the concurrent semester. EAPP students must be in level three or four to be considered. Upgrading students must have the approval of their academic advisor and be a full-time student attending all their hours of classes with academic grades of “A”s or “B”s and have strong English skills. The fee waiver is limited to one per student. The fee waiver form will be submitted by the Program Coordinator to the Enrolment Centre. There will be no charge back that will be apply.

Continuing Education

When a student has paid full-time fees, but is not taking a full course load, the tuition fee waiver can be applied to a Continuing Education credit course up to the amount of the full-time fees paid. Any tuition fee in excess of the full-time fees must be paid by the student. The student is still responsible for any non-tuition fees at the time of registration such as service fees, supplies, materials, or other fees associated with that course. Continuing Education reserves the right to cancel courses (e.g., if there are insufficient numbers). Students must meet any prerequisites or equivalents and other requirements for registration in the specified course; if they do not meet this requirement the student must contact the Program Officer – Off Campus for approval.

For Classroom Delivery Mode within Continuing Education

Continuing Education will incur and cover the delivery and administration costs related to a student on a tuition fee waiver for classroom delivery courses. Exception: Due to seat limitations, students cannot be registered on a tuition fee waiver in a credit language course delivered in a classroom format.

For Off-Campus Delivery Mode within Continuing Education

This includes courses delivered through:

- OntarioLearn
- Paper-Based Correspondence Course
- Cambrian e-Learning

The originating school/department will be responsible for the delivery costs related to the student on a tuition fee waiver for the above named course deliveries. The cost per student per course varies based on credit value, instructor cost, other per-student costs, etc. Continuing Education will cover the associated administrative costs.

The procedure of registering a student in a Continuing Education course on a tuition fee waiver requires the approval of the Program Coordinator and the Dean. An Add/Drop form will be completed by the Program Coordinator to process the fee waiver, and signed by the Dean. The Add/Drop form will be submitted to the Enrolment Centre once completed as per the Academic Calendar. If a student is paying full fees and not taking a full course load, a fee waiver will be allowed based on availability.

	No. ST14	Page 2 of 2
	Approved by: Senior Team April 2014	
Title Tuition Fee Waiver	Effective Date April 2, 2014	Replaces November, 2013

Postsecondary

When a student has paid full-time fees, but is not taking a full course load, the tuition fee waiver can be applied to a postsecondary credit course up to the amount of the full-time fees paid. Any tuition fee in excess of the full-time fees must be paid by the student. The student is still responsible for any non-tuition fees at the time of registration such as service fees, supplies, materials, or other fees associated with that course. Cambrian College reserves the right to cancel courses (e.g., if there are insufficient numbers). Students must meet any prerequisites or equivalents and other requirements for registration in the specified course; if they do not meet this requirement the student cannot register in the course.

The procedure of registering a student in a postsecondary course on a tuition fee waiver requires the approval of the Program Coordinator and the Dean. An Add/Drop form will be completed by the Program Coordinator to process the fee waiver, and signed by the Dean. The Add/Drop form will be submitted to the Enrolment Centre once completed as per the Academic Calendar. If a student is paying full fees and not taking a full course load, a fee waiver will be allowed based on availability.