



## **Tuition Credit Program for Spouses and Dependents StFX Association of University Teachers Employees**

This form is for eligible spouses and dependents of StFX employees represented by the StFX Association of University Teachers to apply for the StFX Tuition Credit program. In general, fifty (50) percent of the cost of tuition (less the Nova Scotia Bursary) is waived for all spouses and dependents eligible under this program. All other fees and textbooks remain the responsibility of the spouse/dependent. Eligibility is determined by Article 1.17.2 and 1.17.3 of the Collective Agreement.

For the purposes of this Policy:

- Eligible employees are:
  - A Member holding a full-time continuing appointment.
  - A disabled Member who is receiving Long Term Disability insurance.
  - A retired Member, including a Member receiving a Retirement Allowance, who has been employed by the University for a minimum of 25 years.
  - A deceased Member, if the deceased tenured Faculty member, or permanent Librarian, or permanent Lab Instructor, or permanent Nurse Educator, or permanent Learning Skills Instructor who held a continuous appointment, had 15 years of service with the University and was employed with the University at the time of death.
  - A Member holding a Limited-Term appointment who has worked for two consecutive academic years.
  - Members who work part-time in an established position on a recurring basis for 50% or more of full-time employment.
- Spouse is defined as the employee's spouse, common-law spouse or domestic partner and includes both same-sex and opposite-sex partnerships.
- Dependent is defined as the dependent child of an employee.

### **Procedures**

1. This is not a course selection form. All other procedures regarding registration apply. Additionally, if you have not been formally accepted for admission, you must apply and be admitted prior to submitting this form. Your request cannot be fully processed until you have been accepted for study in a program.
2. Spouses must be registered at the University in their first undergraduate degree or diploma program. For the purposes of this program, the Bachelor of Education is considered a graduate program. The Post-RN program is eligible for this program on a part-time basis. Part-time studies receive a pro-rated benefit.
3. Dependent students must be registered at the University on a full-time basis (i.e., twenty-four or more credits) during the Fall/Winter semester in their first undergraduate degree or diploma program. For the purposes of this program, the Bachelor of Education is considered a graduate program.
4. The tuition credit will be applied directly to the student's financial account. A T4 slip will be issued to the student indicating the value of the tuition benefit provided.

**Please submit this form to Human Resources, 4<sup>th</sup> Floor, MacKinnon Hall. The deadline to submit this form is August 15 (Fall/Winter semesters) or April 30 (Spring/Summer semesters).**

