



Employee Fact Sheet: UBC Faculty and Academic Executives Tuition Waiver Benefit

Purpose of UBC Faculty and Academic Executives tuition waiver benefit

UBC Tuition Waiver Benefit can cover the cost of tuition of undergraduate courses, graduate courses and graduate program fees. These courses or programs do not need to be directly related to your current role at UBC.

What courses/programs are typically eligible

UBC undergraduate-level courses; UBC undergraduate-level courses and programs with specialized fees; UBC graduate-level courses and graduate program fees; Distance Education and Technology courses.

Maximum annual amounts

Your annual maximum will renew each year on your Tuition Waiver anniversary date. This is the date of the first course or program that you apply your Tuition Waiver towards. The maximum annual amount eligible for Tuition Waiver is 12 undergraduate credits or 12 graduate credits.

Additional Faculty and Academic Executives Tuition Waiver Information

Please refer to your employee group's guidelines for more information and contact details for questions at <https://hr.ubc.ca/benefits/benefit-plan-details/tuition-waivers>.

Eligibility

Faculty

- Must be an active member of the Faculty Association bargaining unit with an appointment of at least one year in length at 50% time;
 - or must be a Sessional Lecturer with an appointment of at least four months in length at 50% time and/or be eligible to maintain member rights for up to 24 months (as per article 4.03 of Part 7 of the Collective Agreement);
 - or must have emeritus status and have previously been a member of the Faculty Association.
- The course instructor must agree to your presence and there must be no conflict of interest and conflict of commitment for you becoming a graduate student, as governed by Policy SC3 – COI.

Academic Executives: the course instructor must agree to your presence; there must be no conflict of interest and conflict of commitment for you becoming a graduate student, as governed by Policy SC3 – COI.

How to apply for the tuition waiver benefit

- ✓ You will need a valid UBC student number to enrol for courses.

To register in an undergraduate or graduate credit course:

- ✓ Register for the course(s) that you wish to apply your Tuition Waiver against. Once registered, do not pay for the course. Review the step-by-step instructions for applying for the Tuition Waiver available in the Workday Knowledge Base. Search for "Create Tuition Waiver – Credit Course".
- ✓ Apply for the Tuition Waiver online through your Workday profile.
- ✓ Any fees not covered by the Tuition Waiver must be paid by the deadline specified in the UBC Academic Calendar.
- ✓ In most cases, the Tuition Waiver will be approved instantly, after you have applied, and the waiver will be sent to Enrolment Services for you the following day to be processed as payment.



Transferring the tuition waiver to dependents

Some or all of your 12 undergraduate or graduate course credits can be transferred to your spouse only, as long as they qualify as an eligible dependent (effective September 1, 2023). Dependent children of Faculty and Academic Executives have access to a separate Tuition Waiver Benefit (see below).

Tuition waiver anniversary date

The start of your 12-month tuition year begins on your Tuition Waiver anniversary date. This is the date of the first course or program that you apply your Tuition Waiver towards.

For an undergraduate/graduate course: Your Tuition Waiver anniversary date is the first day of the term in which the course/program falls. For example, if your first course covered by the Tuition waiver begins on September 5, with the term beginning on September 1, your Tuition Waiver anniversary date is September 1 of each year. This means you have from September 1 of one year to August 31 of the following year to register in and begin your courses, up to the annual maximum.

Dependent children of faculty and academic executives

Eligible courses: UBC undergraduate-level courses; and UBC undergraduate-level courses and programs with specialized fees.

Maximum amounts: Your child is eligible for a maximum of 120 credits of UBC undergraduate credit courses per lifetime.

Eligibility:

- **Faculty Association member:** your dependent children are eligible if you are a member of the Faculty Association and you meet the following requirements as outlined previously under faculty eligibility.
- **Emeritus Faculty:** if you have emeritus status (and were previously a member of the Faculty Association), your dependent children are eligible for the Tuition Waiver Benefit.
- **Academic Executive:** your dependent children are eligible if you are a member of the Faculty Association.
- Your dependent child must also be unmarried, under age 25, and substantially dependent on you for financial support at the start of the session to which the Tuition Waiver applies (either Winter or Summer session).

Notes:

- ✓ You should submit the Tuition Waiver application before tuition payments are normally due. If you submit your Tuition Waiver application after the tuition payment deadline, you will be charged late fees and/or interest that will not be covered by the Tuition Waiver.
- ✓ Please remember that the non-refundable deposit you must pay before registration is not covered by the Tuition Waiver.
- ✓ Student fees are not covered by the Tuition Waiver. You must pay these student fees.

Questions about the Tuition Waiver?

If you have questions regarding eligibility, please contact UBC Benefits at <https://hr.ubc.ca/contact/contact-benefits>. If you have questions regarding a submitted application or about processing in Workday, please submit a Workday support request through the UBC Self Service Portal: <https://ubc.service-now.com/selfservice>.