



# Employee Fact Sheet: UBC Staff Tuition Waiver Benefit

## Purpose of UBC staff tuition waiver benefit

At UBC, we are curious learners and advocates for continuous development in our personal and professional lives. That is why staff are encouraged to continue their career growth, by utilizing UBC's benefits plans to help with the cost of tuition and other professional development opportunities.

If you (or your eligible dependents) are keen to take advantage of the world-class academic courses at UBC, you should consider using the UBC Tuition Waiver Benefit. The Tuition Waiver benefit can cover the cost of tuition for a range of UBC courses or programs, and they do not need to be directly related to your current role at UBC.

## Additional Staff 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>.

## What courses/programs are typically eligible

UBC undergraduate-level courses; UBC undergraduate-level courses and programs with specialized fees; UBC Extended Learning and Sauder School of Business Continuing Business Studies approved non-credit courses and certificate programs; UBC graduate-level courses and graduate program fees (depending on employee group); 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 courses/programs you can apply your Tuition Waiver towards depends on your employee group:

- ✓ **CUPE 116:** 12 undergraduate credits or dollar equivalent in non-credit courses
- ✓ **CUPE 2950:** 12 undergraduate credits or dollar equivalent in non-credit courses
- ✓ **Executive Administrative:** 12 undergraduate credits or dollar equivalent in non-credit courses
- ✓ **BCGEU Okanagan:** 12 undergraduate credits or dollar equivalent in non-credit courses
- ✓ **Management & Professional (AAPS):** 12 undergraduate credits or dollar equivalent in non-credit courses or 12 graduate credits
- ✓ **Service Unit Directors & Excluded M&P:** (non-AAPS): 12 undergraduate credits or dollar equivalent in non-credit courses or 12 graduate credits
- ✓ **Non-Union Technicians & Research Assistants:** 12 undergraduate credits or dollar equivalent in non-credit courses or 12 graduate credits

## How to apply for the tuition waiver benefit

### To register for an undergraduate or graduate credit course:

- ✓ You will need a valid UBC student number to enrol for courses.
- ✓ Register for the course(s) that you (or your spouse or dependent child, if undergraduate course) 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.

*The following employee groups are not covered by this fact sheet: UBC Faculty, Sessionals, Research Associates and Post-Doctoral Fellows. These employee groups have different eligibility criteria than described for the employee groups here and should refer to the Tuition Waiver website for details. Prepared by UBC Human Resources - Fact Sheet current as of September, 2023*



### To register in a UBC Extended Learning or approved Sauder School of Business Continuing Business Studies non-credit course or program:

- ✓ To register for a non-credit course, review the step-by-step instructions for applying for the Tuition Waiver available in the Workday Knowledge Base. Search for “Create Tuition Waiver – Non-Credit Course”.
- ✓ You do not need to register separately with Extended Learning or Sauder School of Business or pay in advance.
- ✓ In most cases, your application will be approved instantly and sent to Extended Learning or Sauder School of Business the following day.
- ✓ Extended Learning or Sauder School of Business will enrol you in the course (space permitting) and will contact you to confirm your enrolment.
- ✓ Any fees not covered by the Tuition Waiver must be paid upon confirmation of enrolment. You are not registered in the course until UBC Extended Learning or Sauder School of Business receives payment in full.

### Transferring the tuition waiver to dependents

Some or all of your 12 undergraduate course credits can be transferred to your spouse or child, as long as they qualify as eligible dependents. The Tuition Waiver cannot be transferred to eligible dependents for graduate credit courses, non-credit courses nor certificate programs.

### 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.

**If your first course is 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.

**If your first course/program is a non-credit course/program:** 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 November 22, your Tuition Waiver anniversary date is November 22 of each year. This means you have from November 22 of one year to November 21 of the following year to register in and begin your courses, up to the annual maximum.

#### Notes:

- ✓ There is a qualifying period of three months and required number of hours worked based on your Employee Group that must be satisfied prior to the start date of the course/program. Please see eligibility requirements for your Employee Group on the Tuition Waiver page: <https://hr.ubc.ca/benefits/benefit-plan-details/tuition-waivers>.
- ✓ 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.
- ✓ 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>.