

<b>SECTION:</b> Academic	
<b>TOPIC:</b> Tuition Free Spaces - Extension Services	
<b>EFFECTIVE DATE:</b> March 16, 1989	<b>REPLACES:</b>
<b>RECONFIRMED DATE:</b> June 1990	
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Original signed by President + CEO	

These tuition free spaces will be provided under the following conditions:

- 1.0 Depending on availability, no more than one staff member, selected on a first come basis will be eligible for a free seat in any course in regular evening programs.
- 1.1 Staff are expected to achieve a passing grade in free courses in order to be eligible for future courses.
- 1.2 All staff registration must be authorized by the Director of Extension Services.
- 1.3 Staff must register in person.
- 1.4 Staff enrolled in courses which, due to under-subscription would not run otherwise, will be asked to pay tuition fees. Should the course fill with regular tuition students, subsequent to the tuition payment by staff, a refund will be made to staff upon request.
- 1.5 The registration clerk will inform staff of tuition fee payment (if necessary) three working days prior to course commencement. Fee payment will be determined by the Director of Extension Services.
- 1.6 Special workshops, lectures and courses as designated by the Director of Extension Services require tuition fee payment.
- 1.7 All staff applications of Registration and Waiver of Tuition Fees must be accompanied by an approved Professional Development Request.