



Human Resources

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EMPLOYEE TUITION BENEFIT APPLICATION

This form is now administered online using Office 365 forms.

What this form is for: This form is for Permanent Full-Time, Part-Time Continuing and Recurring Term Employees to apply for the Employee Tuition Benefit Program for themselves or an eligible dependent.

Instructions:

1. Eligible Employees must complete [this electronic form](#) at least one week before the first day of the term.
2. Human Resources will process the application and provide the employee of the outcome of their application to their Lethbridge College email address.

NOTE:

- All Lethbridge College [academic and financial policies](#) still apply.
- Applications received after the term add/drop deadline will not be processed.
- Eligibility criteria and conditions for the Employee Tuition Benefit program is available on [page 2](#) of this form
- Eligibility criteria, definitions and conditions for the Spouse/Dependent Tuition Benefit program are available on [page 3](#).

Retention: This form and accompanying documents will be securely stored by Human Resources according to the college's [Records Management Policy](#).


Form Help: For assistance with this form please email hr@lethbridgecollege.ca.

1. Employee Tuition Benefit



- 1.1. The Board shall allow each employee in the above positions a waiver of one hundred per cent (100%) tuition and all tuition related fees for credit courses at Lethbridge College. Employees applying to a program must register directly with the Registrar's Office to receive a waiver of the application fee. Those employees who apply online become responsible for the application fee and no refunds or credits will be granted.
- 1.2. Lethbridge College academic and financial policies still apply. This refers to course and/or application requirements. Supplementary charges such as books, mobile learning devices, supplies etc. are not part of the tuition waiver and are the responsibility of the employee.
- 1.3. The Staff Tuition Benefit Application Form **must** be completed and submitted to Human Resources for approval at least **one week** before the start of the term. ***If an application is received after the Extended Drop, it will not be processed.***
- 1.4. 1.4 Once accepted, a copy of the approved form must be provided to registration as a 'Sponsor Letter' so that the tuition deposit will be waived.
- 1.5. Employees must be in good academic standing (1.5 GPA) in order to be eligible for continued tuition waivers. In the event of an incomplete, "I" grade assigned, tuition fees will be the responsibility of the employee until such time as a grade is assigned. Reimbursement will be based on final grading and academic standing.
- 1.6. If an employee receives the Tuition Benefit while on an unpaid Leave of Absence (LOA) that exceeds 22 working days, and if the employee voluntarily leaves the service of Lethbridge College after returning from the LOA, prior to the end of the term appointment, or within 12 months from the initial date of return whichever period is less, the employee maybe required to refund a portion of the Tuition Benefit.
- 1.7. For foreign employees, Lethbridge College will only contribute a maximum of 50% of the LC domestic tuition fee. International fees over and above the domestic tuition will be the responsibility of the employee.
- 1.8. Employees registered in a program with academic standing below 1.5 GPA will not qualify for tuition benefit the following term. Withdraw will not qualify for benefit in the next term (medical withdrawal will be treated on case by case basis if applicant brings to our attention, self-reporting, HR does not seek out withdrawal reasons – Line review any medical's withdrawals reported to HR if new application)

2. Spouse/Dependent Tuition Benefit

- 2.1. The spouse and dependents of an employee in the above positions shall be entitled to a waiver of fifty per cent (50%) tuition, and all tuition related fees for credit courses at Lethbridge College. Where both parents are employees, the Tuition Benefit for a spouse/dependent shall be a maximum of fifty percent (50%).
- 2.2. For Foreign students, Lethbridge College will only contribute a maximum of 50% of the LC domestic tuition fee. International fees over and above the domestic tuition will be the responsibility of the student.
- 2.3. Lethbridge College academic and financial policies still apply. This refers to course or application requirements. Supplementary charges such as the application fee, books, mobile learning devices, supplies etc. are not part of the tuition waiver and are the responsibility of the employee.
- 2.4. The applicant is responsible for paying the tuition deposit, upon confirming their offer. Any remaining amount of tuition owing, after LC applying the 50% waiver, will be the responsibility of the applicant. If the deposit is in excess of the amount owing by the student, a refund will be issued.
- 2.5. The Staff Tuition Benefit Application **must** be completed and submitted to Human Resources for approval at least **one week** before the start of the term. ***If an application is received after the Extended Drop, it will not be processed.***
- 2.6. The spouse and dependents of an Employee with no less than one year of service, who dies while employed by the college, shall be entitled to a waiver of one hundred per cent (100%) of the tuition, including materials (does not include text books) and services fee, for credit courses undertaken at the college for a period of two years following the death of the employee.
- 2.7. The definition of spouse and dependent shall be consistent with the definition included in the Canada Life Group Benefit Plan booklet. 
- 2.8. Spouses and dependents must be in good academic standing (1.5 GPA) in order to be eligible for continued tuition waivers. In the event an incomplete grade is assigned, tuition fees for the subsequent term will be the responsibility of the student until such time as a grade is assigned. Reimbursement will be based on final grading and academic standing.
- 2.9. The taxation of the tuition benefit shall be in accordance with Canada Revenue Agency regulations.