

Title	Tuition Assistance		
Classification	Administrative	Oversight & Responsibility	Office of the VP & CFO; Human Resources
Category	Human Resources & Employment	Effective Date	2018 Oct 31
Approval	Executive	Policy No	1055

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

NOTE: The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

Policy Statement

Royal Roads University is committed to lifelong learning. One of the ways we build individual and organizational capacity is by investing in our employees through tuition assistance for Royal Roads University *for credit* courses that support professional development as expressed in the annual Professional Development Planning (PDP) process and have specific relevance to the employee's role.

Tuition assistance may be available to regular employees of the university, and their immediate family members as defined: spouse, child, step-child, and parents, subject to the university's capacity to fund this initiative, space availability that does not displace a fee paying student and with the approval of the employee's Executive member.

Application Process

A Tuition Assistance Application form must be submitted to the employee's Executive member detailing the outcomes related to work performance that are expected to be achieved through participation and completion of the course or program to which the employee has applied, and the alignment with the employee's PDP (this rationale is not required for applications from family members).

With approval of the Executive member, the form will be forwarded to Human Resources for coordination of program space availability with Admissions and Enrolment Services. As noted above, final approval will be contingent upon the university's capacity to fund this initiative and confirmed space availability that does not displace a fee paying student.

Human Resources will inform applicants of the status of their and/or their family members application when it is determined.

The Tuition Assistance Application forms (Employee and Immediate Family member) are available on the Human Resources web site at: <http://humanresources.royalroads.ca/tuition-assistance>

Funding and Re-payment details for Employees

Seventy-five percent of the tuition fee will be waived for eligible employees who have been accepted into a degree, graduate diploma, graduate certificate programs as well as for credit general studies courses. Application for tuition assistance should be made at the same time that application is made for admission to a program.

The application fee is waived for regular employees however the tuition waiver does not apply to books, field trip costs, materials or other program or student fees.

Where an employee receives credit for courses taken previously at RRU or elsewhere, the tuition support will be adjusted accordingly (i.e. will remain as 25% of tuition actually payable, not the full program cost).

For those blended programs, with an on-campus residency component, employees will utilize vacation time to cover 50% of their work hours with the remaining 50% covered as paid leave by RRU (i.e. for a two week residency: 5 days used from the employee's annual vacation allotment/bank and 5 days covered as a paid leave). On-campus accommodation (dorm rooms only) costs incurred during the program residencies will be covered by the policy based on space availability confirmation that the employee is not displacing a fee paying student. If the employee wishes to secure an ensuite accommodation, 100% of the cost will be covered by the employee and can be requested upon check-in.

Repayment of the amount of waived tuition will be required on a pro-rated basis if the employee resigns from employment at the university within a specified time period following the completion of the program. This time period is determined by the length of the program (i.e. a two year program equals a two year service payback requirement) and the repayment requirement will be reduced accordingly for each month worked following the completion of the program. If an employee resigns before completing their program they will be responsible for repaying all waived tuition assistance to RRU.

For process details regarding repeating or withdrawal from a program, please refer to the student Tuition Refund policy, recognizing the employee will be responsible for reimbursement of all tuition payback to RRU in these cases.

Employees will be granted up to one full day of leave, on the day of convocation, to attend their graduation ceremony.

Funding Details for Immediate Family Members of Regular Employees

Fifty percent of the tuition fee will be waived for a regular employee's immediate family member who has been accepted into a degree, graduate diploma, graduate certificate programs as well as for credit general studies courses. Application for tuition assistance should be made at the same time that application is made for admission to a program.

The application fee is waived for immediate family members of regular employees however it does not apply to books, field trip costs, materials or other program or student fees. Where an employee's immediate family member receives credit for courses taken previously at RRU or elsewhere, the tuition support will be adjusted accordingly (i.e. will remain as 50% of tuition actually payable, not the full program cost).

The cost of on-campus accommodation is the responsibility of the regular employee's immediate family member and not waived under this policy.

Tuition Assistance is only granted to an immediate family while the regular employee is employed by RRU. All program fees will return to full program cost, without any subsidy, upon the employee's voluntary or involuntary departure from RRU.

This Policy is subject to change by the President at his/her discretion.

Related Documents and Information

Related RRU policies

- [Tuition and Other Fee Refund](#)

Review and Revision History

Date	Action
2011-Jun-01	Approved by Executive
2018-Oct-31	Revised; current published version
2021-Oct-15	Transfer to new template – no content change
Next Review	
2021-Oct-31	For review