

## FREQUENTLY ASKED QUESTIONS – TUITION WAIVERS

### 1. What is a tuition waiver?

As a staff or faculty member, you, your spouse and your dependents may be eligible to receive a tuition waiver. If eligible, the tuition waiver will cover the Quebec base amount of tuition fees charged for courses. The remaining fees must be paid by the student.

### 2. What has changed in the tuition waiver process?

- French and English forms have been separated
- Eligibility requirements have been added to the credit course form
- A section for a declaration regarding dependent has been added
- CUCEPTFU non-credit form is now integrated to the regular non-credit form
- Forms will now be accepted by email, no longer accepted by internal mail

### 3. Where can I find the tuition waiver request form?

The form is available at two different locations:

- on CSpace under Forms (for employees)  
<https://cspace.concordia.ca/services/hr/forms.html>
- at Human Resources, 1250 Guy Street, S FB 1130 between 9 a.m. and 5 p.m., Monday to Friday

### 4. Where do I send the completed form?

#### **Credit Courses:**

Completed forms can be submitted:

- By email to [hr-reception@concordia.ca](mailto:hr-reception@concordia.ca) . If sending your request by email, you MUST send the form using your Concordia University email address in order for us to authenticate the request.
- In person to Human Resources, 1250 Guy Street, S FB 1130 between 9 a.m. and 5 p.m., Monday to Friday. If your dependent or spouse is submitting the request, they must show both your employee ID card as well as a proof of their own identification.

#### **Non-Credit Courses:**

- **CUCEPFTU members:**

Bring the completed forms **directly** to The Centre for Continuing Education at FB 117, 1600 St. Catherine West. The Centre will verify your eligibility.

- **All other eligible Concordia University employees:**

Completed forms must be brought in person to Human Resources, 1250 Guy Street, S FB 1130 between 9 a.m. and 5 p.m., Monday to Friday. Once your eligibility has been verified, we will authorize the form and you will be asked to bring it in person to the Centre for Continuing Education at FB 117, 1600 St. Catherine West.

**5. Why can't I submit my form by internal mail anymore?**

Submissions by internal mail did not allow us to properly verify the identity and eligibility of the requestor.

Instead, please submit the request by email through your Concordia email address which authenticates your identity.

**6. How long will it take for my tuition waiver to be applied?**

- **Credit courses:**

Due to the volume of tuition waiver requests received by our office, we are unable to confirm when each individual form will be processed. We do guarantee that all requests will be treated before the Student Accounts payment deadline, if they are submitted at least ten working days before the payment deadline.

To find out if your waiver has been processed, please check the status of your student account. The tuition waiver will be deducted directly upon processing.

- **Non-credit courses:**

In most cases, the tuition waiver is applied as a reimbursement to the fees upon successful completion of 80% of the course. Please verify with the Centre for Continuing Education for exact timing.

**7. Can I submit more than one tuition waiver per academic year?**

For credit courses, you can submit one tuition waiver per individual for the full academic year (from May to April the following year). For non-credit courses, 1 tuition waiver per individual must be submitted for each term being claimed.

**8. What happens if my employment status changes during the academic year?**

Depending on the change of status, your tuition waiver will be pro-rated accordingly. Please check your collective agreement or respective policy for particular provisions.

**9. How much does a tuition waiver cover?**

- **Credit courses:**

The tuition waiver covers ONLY the Quebec base tuition rate - \$76.45 per credit for the 2015-2016 academic year. Students remain responsible for the payment of any other fee including the non-Quebec resident standard amount.

- **Non-credit courses:**

The tuition for each course is defined by the Centre. Tuition waivers will cover the cost of the course only and do not include the cost of books or material.

**10. Are tuition waivers a taxable benefit?**

A Tuition waiver for a spouse or dependent is a taxable benefit to the family member. A T4A slip for the amount of taxable benefit is issued to the student at the end of the year. The student will also need to print the T2202A issued by Student Accounts which includes the student fees.

If the tuition waiver is for the employee's own tuition, then there is no taxable amount. The student fees will be recorded on the employee's T2202A supplied by Student Accounts.

**11. I've already submitted my tuition waiver form for this academic year; do I need to submit a new one?**

The previous tuition waiver forms will be accepted for the winter 2016 semester. As of Summer 2016, the new form must be used. If you have already submitted a request for the full 2015-2016 academic year, there is no need to resubmit a request.