

**TUITION WAIVER POLICY**

<b>Policy Section &amp; Number:</b>	TBD	<b>Effective Date:</b>	July 1, 2023
<b>Policy Owner:</b>	Vice President Academic & Student Experience	<b>Last Revised:</b>	February 13, 2023
<b>Policy Administrator:</b>	Associate Vice President Student Experience & Registrar	<b>Review Scheduled:</b>	Every 4 Years
<b>Approver:</b>	[Determined by Executive or Legislative Compliance]		
<i>The official controlled version of this document is held with the Policy &amp; Procedure Coordinator.</i>			

**A. POLICY STATEMENT**

This policy is to provide a clear outline of the application of tuition waivers for credit students at Keyano College. Keyano College supports of student participation in a variety of activities through the use of tuition waivers across College departments and services. This policy defines the usage of tuition waivers, and tuition waiver maximum amounts at Keyano College.

**1. Guiding Principles**

- 1.1 The creation of new tuition waivers must be approved by the Executive Committee.
- 1.2 All tuition waivers must be accounted for in individual department budgets annually.
- 1.3 The Office of the Registrar will process all tuition waiver requests as defined through various policies and procedures. Students are expected to make all payments of tuition and fees as outlines in the annual Academic Schedule unless otherwise stated or agreed upon by the College.
- 1.4 Students are eligible to receive multiple tuition waivers, however these waivers cannot be more than the total amount of tuition owing for the given semester. If the total of all tuition waivers received by a student are more than the total tuition owing, a waiver will be applied to the maximum amount of tuition on the students account, the remained of the tuition waiver amount will be considered null.
- 1.5 If students are eligible for a refund once their tuition waiver has been processed, the Office of the Registrar will notify the student and will process the refund based on existing practices.

**B. DEFINITIONS**

- (1) **College:** means Keyano College
- (2) **Policy:** means the Tuition Waiver Policy

**C. RELATED POLICIES**

- International Student Ambassador Tuition Waiver Policy
- Students’ Association Tuition Waiver Policy
- Student Athlete Tuition Waiver Policy

**D. RELATED LEGISLATION**

- NA

**E. RELATED DOCUMENTS**

- NA

**F. REVISION HISTORY**

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
(02/13/2023)	Creation of Policy	All	Associate Vice President Student Experience & Registrar	Vice President Academic & Student Experience