



Family Tuition Reimbursement Policy

Issue Date: September 1, 2006
Effective Date: September 1, 2006

Cross References:

1. Colleges Collective Bargaining Act, R.S.O. 1990.
2. Freedom of Information and Protection of Privacy Act, 2002.
3. *Support Staff Collective Agreement*, effective September 1, 2005.
4. *Academic Employees Collective Agreement*, effective September 1, 2005.
5. Terms and Conditions for Administrative Staff.
6. *Guidelines for Reporting Enrolment and Graduates for Funding Purposes*.
(A MTCU policy document)
7. Tuition Fees Policy and Procedures.
(A MTCU policy document)

SCOPE

The Family Tuition Reimbursement Policy establishes the framework within which George Brown College's full-time employees may qualify for a partial rebate of tuitions fees paid by eligible family members registered at the College. This partial tuition-fee rebate is deemed a financial benefit.

This Policy is not applicable to employees and is limited to employee dependants as defined by this policy. For the purposes of this policy, a **Dependent** shall mean your spouse/partner and dependent children (*Spouse/partner* refers to an individual, of the opposite-sex or same sex, with whom the employee is legally married or in a common-law partnership. *Dependent children* refers to any unmarried children up to the age of 21 or a full-time student between the ages of 21 and 25 who is totally dependent upon the employee for support. Please note that the Tuition Reimbursement benefit will terminate at the end of the semester in which the employee's dependent child reaches the age of 25 years.

PURPOSE

It is the College's intent to provide the opportunity for each full-time College employee to qualify for a partial rebate of tuition fees paid by an eligible family member. This partial rebate will be deemed a financial benefit, to the eligible College employee, and will underscore the College's commitment to our College as a learning community, committed to staff success.

The effective administration of the Family Tuition Reimbursement Policy hinges on a policy document which clearly defines the conditions under which a College employee may qualify for the benefit. This policy document and the accompanying application, aims at accomplishing this objective.

More specifically, the Family Tuition Reimbursement Policy document:

- Provides the principles and mandatory requirements essential for the effective administration of the policy;
- Defines the full-time College employees who may benefit;
- Defines the nature of the benefit for which eligible full-time College employees may qualify;
- Defines the family member for whom eligible full-time College employees may claim benefit;
- Establishes procedures by which a decision pertaining to the awarding of the benefit may be appealed;
- Accords with provincial legislation and procedures governing Ontario's Colleges, and
- Facilitates an understanding of their obligations under the policy of those responsible for administering the policy, and of College employees and registered students.
- It is intended that this Policy be consistent with all relevant federal and provincial statutes and College collective agreements.

POLICY STATEMENTS

Financial Benefit to Eligible Full-Time College Employees

Under this Policy, the provision of a partial rebate of tuition fees paid by a family member to an eligible full-time College employee is not considered income to the employee. However, a T4A will be issued to the dependent by the Payroll Office.

Full-Time College Employee and Eligibility Requirements

To be eligible for the financial benefit provided by the Family Tuition Reimbursement Policy, the College Employee must fulfill the following requirements:

- (i) Be on the College's payroll, and be currently hired as a permanent full-time employee by the College (as determined by the College's Human Resources Department) on the first day of the semester for which the benefit is sought. Should the applicant not be a full-time College employee on the first day of the semester for which the benefit is sought, then he/she is disqualified from obtaining a benefit under the policy.

To further clarify the above detailing of eligible College employee, the following College employees will have the right to claim a benefit under the Policy:

Permanent full-time employees (includes Probationary Status)	Eligible
Full-time permanent employees on Sabbatical Leave	Eligible
Full-time permanent employees on approved Leaves of Absence without pay	Eligible
Full-time permanent employees on approved Leaves of Absence with Pay	Eligible
Full-time permanent employees on Long-Term Disability <i>for two years from commencement of Long-Term Disability</i>	Eligible

- (ii) Provide documentation (where requested by the Human Resources Department) to verify the declared relationship with the registered student.

- (iii) By the submission of the signed application form, authorize the College's Human Resources Department to consult the College employee's Benefit file, which is maintained by the College's Human Resources Department (Compensation and Benefits area), in order to verify the declared relationship with the registered student.
- (iv) Accurately complete the given application form, ensure it is also completed and signed by the registered student, and submit it to the College's Human Resources Department no later than the deadline to 'withdraw without academic penalty' for the given semester. An application which is submitted to the College's Human Resources Department AFTER the deadline to 'withdraw without academic penalty' will not be considered.
- (v) Submit an application for each semester for which the benefit is sought. This latter requirement underscores the need to apply for the benefit on a per-semester basis, and to ensure the status of the College employee and the registered student is 'eligibility tested' on a per-semester basis.
- (vi) Should an employee leave the employ of the College during the course of a student's term, the registered term will be honored but the student will be ineligible for future program benefits.

Registered Student and Eligibility Requirements

As part of the College's employee's eligibility requirements for this benefit, the registered student must meet the following requirements:

- (i) Must meet all normal admission requirements as stated in the George Brown Academic Calendar.
- (ii) Have a relationship with the College employee that is any one of the following:
 - Spouse
 - Common-Law and/or same-sex partner, or
 - Dependent
- (iii) Be a registered student with the College during the semester for which the benefit is sought in a program classified as post-secondary, post-diploma, or undergraduate;
- (iv) Be classified in the given semester and program as a full-time student;
- (v) Have status in Canada equivalent to:
 - A citizen within the meaning of the *Canadian Citizenship Act*,
 - A person registered as an Indian within the meaning of the *Indian Act*, and
 - A person resident in Canada within the meaning of the *Immigration and Refugee Protection Act, 2001*.

Hence, the benefit cannot be based on a registered student who is an international student.

- (vi) The registered student, in collaboration with the College employee, must submit an application for each semester for which the benefit is sought. This requirement underscores the need to apply for the benefit on a per-semester basis, and thereby ensure the status of the College employee and the registered students are 'eligibility tested' on a per-semester basis.

PROTECTING THE PRIVACY OF THE COLLEGE EMPLOYEE AND THE REGISTERED STUDENT

The administration of the Family Tuition Reimbursement Policy will comply with Ontario's *Freedom of Information and Protection of Privacy Act*, 1990 (FOI).

Therefore:

- (i) Personal information, required to administer the policy will only be collected by the College from the individual (i.e. College employee, and registered student) to whom the information relates;
- (ii) The College will not disclose to the registered student, or to any unauthorized third party, any personal information pertaining to the College employee (other than the information presented on the jointly prepared application form);
- (iii) The College will not disclose to the College employee, or to any unauthorized third party, any personal information (including academic records) pertaining to the registered student (other than the information presented on the jointly prepared application form, and other than a verification of the registered student's current enrolment status). Notwithstanding the requirement, it is understood that some College employees do have legitimate access to the Student Information System (SIS), and by this means, may access the registered student's College academic records.

In this context, responsible College staff (generally those in the Registrar's Office, Human Resources Office, Payroll Office, and Accounts Receivable Office) are required to:

- Protect the registered student's academic record from the College employee, divulging only the registered student's registration status (i.e. enrolled full-time in a specific program), which is all the College employee needs to know for the purpose of seeking the benefit. This also means the College Employee is not entitled to access the registered student's financial accounts as stored by the College. Notwithstanding this requirement, it is understood that some College employees with legitimate access to student records (via SIS) will have access to student records, and may therefore, access the registered student's College record.
- Responsible College staff are also required to protect the privacy of records of College employees which are maintained by the Human Resources Department. For the purpose of administering this Policy, there is no need to reveal any aspect of the College employee's records to the registered student.

PROGRAMS COVERED BY THE POLICY

For the College employee to qualify for a benefit under the Family Tuition Reimbursement Policy the registered student must be enrolled with the College as a full-time student for credit in an MTCU approved and funded program which matches one of the following categories:

- A post secondary program,
- A post diploma program (also called 'post-graduate'), or
- An undergraduate degree program.

The Family Tuition Reimbursement Policy will not apply to registered students enrolled in continuing-education courses or certificate programs, to the apprenticeship programs, and to any course or program activity for which the registrant is not required to pay a tuition fee. Students enrolled in a collaborative

program will not be eligible to receive benefits for the period that they are registered with partner Colleges or Universities.

DEFINING AND CALCULATING THE BENEFIT

There are limitations to the size of the benefit which is available under the Family Tuition Reimbursement Policy, and restrictions in its calculation. This is so because the Family Tuition Reimbursement Policy is not intended to cover one-hundred percent of all compulsory fees charged to the registered student. Instead, the Policy provides the College employee with a partial tuition-fee rebate.

Limitations to the benefit include:

- Restriction of the partial tuition-fee rebate to only the tuition-fee component of the menu of compulsory fees.
- Exclusion of compulsory incident fees from the realm of benefit, be they tuition-related or non-tuition related fee, (and this also means exclusion of the co-op placement administration fee),
- Capping, the maximum benefit so it does not exceed the standard-full-time tuition fee (full-time registrants), and
- Restriction to one eligible program (that with the higher tuition fee), if the registered student is simultaneously enrolled into two eligible programs,
- Restrictions on the number of semesters for which the benefit applies, and
- Exclusion from the benefit should the registered student be the recipient of a scholarship which pays one-hundred percent of the required compulsory fees (i.e. the sum of all compulsory fees including tuition and incidental fees). Registered students who receive a bursary, or loan (such as OSAP), or a Canada Millennium Scholarship, are not included in this exclusion and may yield a benefit under the Policy.

The calculation of the benefit will also be governed by the registered student's registration status the day after the deadline to 'withdraw without academic penalty'. It is only at this date that the registered student's final registration status for the semester is established and stored on the College's Student Information System. The Family Tuition Reimbursement Policy will calculate benefits based on two 'final registration statuses'.

- Full-Time Status
- Withdrawn Status

Benefit From the Full-Time Registrant

The maximum tuition-fee rebate which may be claimed for any one full-time registered student is a sum equal to, but not greater than, the current 'standard full-time tuition fee' which is charged for a 'standard post-secondary program'. Hence, the maximum benefit for this full-time registered student is capped, and cannot be exceeded, even if the registered student is enrolled in a program whose tuition fees exceed the maximum rebate allowed by this Policy.

Calculating the Benefit from a Full-Time Registrant

The maximum tuition-fee rebate for a full-time registered student may be calculated using the following steps:

- (i) Establish the current per-semester 'standard full-time tuition fee'. This particular fee will be published with the College's yearly schedule of fees, or may be available from the designated contact in the Registrar's Office.
(For the academic year 2017- 18, the per-semester standard full-time tuition fee is \$1,825.29).
- (ii) Example based on 2017- 18 fee schedule:
If the registered student's program charges a tuition fee (i.e. strictly the tuition-fee component) equal to, or exceeding \$1,825.29, then the maximum tuition-fee rebate will be \$1,825.29
- (iii) Example based on 2017- 18 fee schedule:
If the registered student's program charges a tuition fee that is less than \$1,825.29, then the maximum tuition-fee rebate will be equal to the charged tuition fee. Hence, should the actual tuition fee for the semester be \$500.00, then the maximum tuition-fee rebate will be \$500.00 (i.e. not \$1,825.29).
- (iv) If the registered student is simultaneously enrolled into two eligible programs, the partial tuition-fee rebate available under the Policy will be calculated on one program, that being the program with the higher tuition fee.

Ineligibility for Benefit Based on an Officially Withdrawn Student

Should the registered student act to officially withdraw by the deadline to 'withdraw without academic penalty', the student's enrolment for the semester is effectively terminated. Consequently, the student is removed from the appropriate class lists, and is no longer academically active for the semester. The Family Tuition Reimbursement Policy does not allow for a partial tuition fee benefit to be paid for a student who officially withdraws by the deadline to 'withdraw without academic penalty'.

LIMITATIONS ON THE NUMBER OF SEMESTERS COVERED BY THE BENEFIT

The Family Tuition Reimbursement Policy limits the number of semesters (or terms) for which the benefit will apply to the 'standard per-semester duration' of the program, plus one additional semester (or term). Therefore, there is a limitation to the number of semesters for which the College employee may claim a benefit for any one registered student.

The following guides implementation of this aspect of the Policy.

- (i) Where the eligible program is six semesters, the maximum number of semesters for which the benefit may apply is seven (i.e. 6 + 1).
- (ii) Where the eligible program is four semesters, the maximum number of semesters for which the benefit may apply is five (i.e. 4 + 1).
- (iii) Where the eligible program is two semesters, the maximum number of semesters for which the benefit may apply is three (i.e. 2 + 1).
- (iv) Where the eligible program is eight semesters, the maximum number of semesters for which the benefit may apply is nine (i.e. 8 + 1).

The limitation does have the effect of encouraging full-time enrolment and this is the intent of the Policy. It is the responsibility of both the registered student and the College employee to act appropriately to optimize the benefits of the Family Tuition Reimbursement Policy.

The Standard Per-Semester Duration of a Program

The 'standard per-semester duration' of an eligible program is that listed in the College's current calendar of full-time programs, and/or the curriculum data base maintained on the Student Information System (SIS). Recognizing a program's 'standard per-semester duration' may change, where there is conflict between the calendar copy and SIS, the SIS version will prevail.

Where an eligible program offers cooperative education terms, the 'standard semester duration' will include only in-college semesters. For the purpose of this Policy, a semester which wholly, or in part, contains a field-placement course will be included in the calculation of 'standard semester duration'.

Graduation Within "Standard Per-Semester Duration"

Should the registered student successfully complete (i.e. graduate) the eligible program in the standard per semester duration of the program, then the maximum semesters for which the benefit applies may equal, but not exceed, the standard per-semester duration of the program.

Hence, in this situation, the additional semester noted in "Limitations" will not be a factor in benefit calculations.

Furthermore, should the registered student successfully complete (i.e. graduate) the eligible program in fewer semesters than the 'standard per-semester duration' of the program (e.g. due to transfer credit, or PLAR), then the maximum semesters for which the benefit applies is equal to the 'fewer semesters' utilized to graduate.

Simultaneous Registrations into Two Eligible Programs

Should the registered student be simultaneously enrolled into two eligible programs, the family benefit will be based on the maximum semesters or the higher tuition, whichever is most beneficial to the Employee.

Example: A student registered in a 4 semester Community Worker program with semester tuition of \$900.00 and simultaneously in a 4 semester Dental Hygiene program with maximum semester tuition benefit of \$1209.00. The benefit would be based on the higher Dental Hygiene program tuition.

Modular Structure of Programs

Should the registered student graduate from the first module of an eligible program, on the technician's level of a technologist program, or the first two years of a three year business administration program, and subsequently enrolls into the longer version of the program, the maximum semesters for the provision of benefit will be based on the longer program.

Students who register in a "pre-program" and subsequently enroll in the equivalent post secondary program, the provision of benefit will be based on the longer program. To be eligible, registration into the

post secondary program must be completed by the start of the semester (that the program is offered), following the end of the pre-program.

APPLICATION OF COLLEGE POLICIES TO THE REGISTERED STUDENT

Upon admission into the College, all students contractually agree to be governed by the rules and regulations of the College. Nothing in this Policy is intended to override the application of other College policies to registered students or override the responsibility all registered students have to respect the College's rules and regulations including those relating to: registration, academic progression, academic probation, and academic suspension, and disciplinary suspension.

NOTIFICATION OF DECISION

The College employee will be notified in writing by the Human Resources Department regarding the decision to award or deny the benefit. Should the application be denied, the employee must be provided the reasons for this decision.

APPEAL OF DENIED DECISION

Where a College employee's application for benefit is denied, or that there are disputes regarding procedural fairness, the College employee may first appeal informally to the Executive Director, Human Resources. Where the Executive Director, Human Resources denies the informal appeal, the College employee may appeal in writing within seven calendar days of receiving the decision to the Vice-President, Corporate Services. The decision of the Vice-President, Corporate Services is final, and there is not further route of appeal. Appeals received after seven calendar days following the College employee's receipt of the decision will not be considered.

APPLICATION FORMS

In order to claim a benefit under this Policy, the College employee must submit an application using the designated Family Tuition Reimbursement Policy Application Form. This form and the Policy are available on the College's Intranet and may also be obtained from the Human Resources Office. College employees are urged to carefully read the Policy before applying.

GEORGE BROWN COLLEGE'S RIGHT TO CHANGE OR CANCEL THE FAMILY TUITION POLICY

The Family Tuition Reimbursement Policy may be changed, amended or updated from time to time, and any such amendment shall be binding after such amendment has been adopted by the President. Furthermore, George Brown College reserves the right to cancel this Policy without prior notice, and this cancellation shall be effective once approved by the President.

OWNERSHIP

The Human Resources Department is responsible for evaluating and updating this Policy.

The Executive Director, Human Resources has overall responsibility for College-wide application of this policy and Human Resources undertakes administrative responsibility for this policy, and for liaison with other College stakeholders.

Additionally, the Registrar's Office will be accountable for:

- i. Determining the registration status of the registered student (i.e. full-time or withdrawn),
- ii. Determining if the course is a part of the registered student's program (i.e. that the course is a part of the curriculum, or is formally designated an 'equivalent course'), and
- iii. For providing general advice regarding registration issues to the registered student, and the College employee.

The Accounts Receivable Department will be accountable for establishing the dollar value of the benefit yielded by the registered student.

PROCEDURES AND PROCESS

The following is a synopsis of the basic procedures which govern the Family Tuition Reimbursement Policy.

Phase 1: Application by College Employee

The College employee reads the policy, and submits an application form to the College's Human Resources Office. The application must be signed by the registered student, and must be submitted by the given semester's deadline to 'withdraw without academic penalty'. This deadline date is published by the Registrar's Office.

An application must be submitted in each semester for which a benefit is claimed.

The Human Resources Office acknowledges receipt of the application form.

Phase 2: The Human Resources Office Determines the Status of the College Employee

The Human Resources Office will review the College employee's application.

- (i) Was the applicant a permanent full-time College employee on the first day of the given semester?
- (ii) Does the relationship between the College employee and the registered student accord with the requirements of the policy?
- (iii) Does the application form bear the signatures of both the College employee and the registered student?

The Human Resources Office will:

- Either notify the employee of a decision to deny benefit (or seek to clarify the employee's candidacy for benefit), or
- Process the application form should the College employee pass the initial eligibility screening.

Phase 3: Registrar's Office Establishes the Registered Student's Status

The Registrar's Office determines the status of the 'registered student'.

- (i) Do the registered student's program/courses qualify for the benefit?
- (ii) What is the 'time status' of the registered student (i.e. full-time, withdrawn), and does it support eligibility for the benefit?
- (iii) Is the registered student an international student, and therefore, ineligible for the benefit?

The Registrar's Office will declare whether or not the registered student's status support eligibility for the benefit, and will append a copy of the registered student SIS which details the courses into which the student is registered for the given semester.

Phase 4 Human Resources Office Decides Eligibility

Based on the status of the registered student, and that of the College employee, the Human Resources Office will decide if the College employee is eligible for benefit under the Policy.

The Human Resources Office will:

- Notify the employee of a decision to grant or deny benefit (in which case the employee may appeal), and
- Forward the application form to the Accounts Receivable Office if the College employee is eligible for benefit.

Phase 5: Account Receivable Calculates the Benefit Due

The Account Office will calculate and annotate the benefit.

The Accounting Office will send the form to the Payroll Office.

Phase 6: Payroll Office Undertakes Payment of Benefit

The Payroll Office will undertake payment of the benefit to the College employee and will ensure that a T4A is issued to the dependent.

The Payroll Office will maintain the original Application Form and file.

DEFINITIONS

Application Form:

For the purpose of the Family Tuition Policy, 'application form' refers to the form the College employee must complete and submit to the Human Resources Department in order to be a candidate for a partial tuition-fee rebate. Both the registered student and the College employee are required to collaborate in submitting and application form on a 'per-semester basis'.

Auditing Student:

A student who has declared attendance in a course or program on a non-participating basis and who is awarded the grade of AUD. No form of evaluation or credit is sought by such students.

College Employee:

Any person who is on the College's payroll, and works for or provides services to the College on a full-time permanent or full-time probationary basis. A College employee also includes full-time employees on Long Term Disability (for two years from the commencement of LTD); full-time employees on approved Sabbaticals, Paid / Unpaid Leaves of Absence. The verification of a full-time College employee's status for the purpose of the Family Tuition Policy will be made by the College's Human Resources Department.

Co-op Student:

A student who is registered into the cooperative education work term/semester, an activity which normally involves paid full-time supervised employment. See Cooperative Education Term for additional details.

Cooperative Education Term:

This is a full-time work term of a program which has been approved or specially developed by the college. The work involved is not an integral component of, but an enhancement to, the curriculum of the program. The program involves students alternating between periods of in-College academic study and paid full-time supervised employment. The student is evaluated by the employer and the College.

Dependent:

Dependent shall mean the employee's Spouse/Partner and any dependent children. *Spouse/Partner* refers to an individual, of the opposite-sex or same sex, with whom the employee is legally married or in a common-law partnership. *Dependent Children* refers to any unmarried children up to the age of 21 or a full-time student between the ages of 21 and 25 who is totally dependent upon the employee for support. Please note that the Tuition Reimbursement benefit will terminate at the end of the semester in which the employee's dependent child reaches the age of 25 years.

Eligible Course:

A course which is deemed eligible for benefit under the Family Tuition Policy because:

- It is part of the MTCU Approved Program which is itself eligible for benefit under Policy, or
- Has been officially designated an equivalent course to one that is part of the given MTCU Approved Program.

Family Member:

A family member is defined as an individual whose relationship to a full-time College employee is one of the following:

- Spouse
- Common-law and/or same-sex partner, or

- Dependent

Full-Time Student:

A student who is enrolled in at least 70% of the Student Contact Hours for the given semester, or at least 66 2/3 per cent of the courses required for the given semester. Furthermore, the full-time student must be enrolled in a program which is approved by MTCU for full-time grant funding.

Course credits granted to the student based on Transfer Credit, or based on Prior Learning Assessment and Recognition (PLAR), will not count towards full-time registration status. Also, courses which are not on the student's program curriculum will not count toward full-time registration status.

International Student:

A student whose residency status in Canada is NOT any of the following:

- A citizen within the meaning of the *Canadian Citizenship Act*,
- A person registered as an Indian within the meaning of the *Indian Act*, and
- A person resident in Canada within the meaning of the *Immigration and Refugee Protection Act*, 2001.

For the purposes of this policy, an International Student is one whose status is other than described above, and invariably the international student's status in Canada is based on a 'student visa'.

Market Conditions Assessment Fee:

This refers to a tuition fee which exceeds the standard full-time tuition fee based on high demand for the given program, and/or high demand for the program's graduates.

Post-Diploma Program:

A program designed for individuals who have completed a university degree program (or specified parts thereof), or a College diploma program. The post-diploma program is sometimes referred to as 'post-graduate' in the Ontario College system.

Post-Secondary Program:

A program designed for individuals who are admitted based on a minimum requirement of an Ontario Secondary School Diploma (OSSD) or the equivalent.

MTCU Approved Program:

This is a post-secondary, post-diploma (a.k.a. post-graduate), or undergraduate program which has been approved by the Ontario Ministry of Training Colleges and Universities (MTCU) for 'full-time' grant funding, and which has been awarded an MCU code (i.e. a 5 digit number which identifies the provincial program category), and an APS sequence number (i.e. a number assigned to each program by MTCU when the program is approved).

Official Withdrawal:

This refers to the formal process each registered student is obliged to follow in order to officially withdraw from a program, or to drop courses. Officially withdrawing, or dropping a course, results in the removal of the registered student from the class list (if this is done by the deadline to withdraw without academic penalty).

To officially withdraw, the registered student must submit a withdrawal form to the Registrar's Office. This registered student is not officially withdrawn if he/she ceases to attend classes, or verbally notifies an

instructor, registrar's staff, or other College staff regarding the intent to withdraw. There is no role for the College employee in the 'official withdrawal' process.

Registered Student:

In the context of the Family Tuition Policy, the registered student is the family member whose registration status at George Brown College will be the basis of a claim for partial fee rebate. Additionally, the registered student is any person who is registered (or enrolled) into a George Brown College program or program-related-course (i.e. the course is on the program's curriculum), in a given semester or term, and whose status is full time. To qualify for registration, the student must be academically eligible for enrolment, and must have paid required per-semester fees, or made formal arrangements with College (e.g. fee deferral) to pay.

Semester/Term:

This is the system by which George Brown College structures its academic year. A term generally spans 15 weeks. In some cases, the duration of a term may exceed 15 weeks, or may be fewer than 15 weeks.

Standard Full-Time Tuition Fee:

This is the standard full-time tuition fee the College charges for a standard post-secondary program which has an MTCU 'Program Weight' equal to one (i.e. 1.0). Invariably most post-secondary business programs fall in this category.

Post-secondary tuition fees which exceed the standard full-time tuition fee based on 'market conditions assessment', or based on proration to accommodate a longer semester, are outside the definition of 'standard full-time tuition fees'. Tuition incidental fees are not included in the standard full-time tuition fee.

Standard Per-Semester Duration:

This is the duration of a program, expressed by the number of semesters, which corresponds to the semesters noted in the current calendar of full-time programs, and/or in the curriculum database maintained on SIS. Since the 'standard per-semester duration' of a program may change, where there is a conflict between calendar copy and SIS, the SIS version will prevail.

A Cooperative Education Term will not count towards the 'standard per-semester duration' of the program.

Standard Post-Secondary Program:

This refers to any post-secondary program which is approved for full time grant funding by MTCU, and which has a 'Program Weight' equal to one (i.e. 1.0). Invariably, most post-secondary business programs fall into this category.

Undergraduate Program:

A program which results in the awarding of a university level Baccalaureate Degree. When delivered by a College such as George Brown, the undergraduate program may be offered in collaboration with another post-secondary institution (usually degree granting), or may be offered singularly by the College (e.g. Associate Degree).

'Withdraw Without Academic Penalty' (Deadline to):

This is the specific date during a given semester by which a student enrolled in a post-secondary, post-diploma, or undergraduate program is allowed to withdraw and not endure an academic penalty such as a failing ('F') grade. This date is published by the Office of the Registrar and is available on the College's website, as well as by other hard-copy media.