



## **Tuition Credit Program for Spouses and Dependents Faculty and Academic Staff (StFX AUT)**

This form is for eligible spouses and dependents of StFX employees represented by the StFX Association of University Teachers to apply for the StFX Tuition Credit program. In general, fifty (50) percent of the cost of tuition (before the Nova Scotia Bursary) is waived for all spouses and dependents eligible under this program. All other fees and textbooks remain the responsibility of the spouse/dependent. Eligibility is determined by Article 1.17.2 of the Collective Agreement.

For the purposes of this Policy:

- Eligible employees are:
  - A Member holding a full-time continuing appointment.
  - A disabled Member who is receiving Long Term Disability insurance.
  - A retired Member, including a Member receiving a Retirement Allowance, who has been employed by the University for a minimum of 25 years.
  - A deceased Member, if the deceased tenured Faculty member, or permanent Librarian, or permanent Lab Instructor, or permanent Nurse Educator, or permanent Learning Skills Instructor who held a continuous appointment, had 15 years of service with the University and was employed with the University at the time of death.
  - A Member holding a Limited-Term appointment who has worked for two consecutive academic years.
  - Members who work part-time in an established position on a recurring basis for 50% or more of full-time employment.
- Spouse is defined as the employee's spouse, common-law spouse or domestic partner and includes both same-sex and opposite-sex partnerships.
- Dependent is defined as the dependent child of an employee who is less than twenty-six (26) years of age. This includes biological children, fostered or adopted children (or those in the process of being adopted), stepchildren or persons for whom the employee is the legal guardian.

### **Procedures**

1. This is not a course selection form. All other procedures regarding registration apply. Additionally, if you have not been formally accepted for admission, you must apply and be admitted prior to submitting this form. Your request cannot be fully processed until you have been accepted for study in a program.
2. Spouses must be registered at the University in their first undergraduate degree or diploma program. Part-time studies receive a pro-rated benefit.
3. Dependent students must be registered full-time as defined by the Nova Scotia Student Assistance Program. Currently, 60% of a full course load or 40% for students with a disability.
4. The maximum number of credit hours eligible for the Tuition Credit program is the required number of credit hours required for completion of the student's academic program (normally 120 credit hours for a four-year program)
5. For the purposes of this program, the Bachelor of Education is considered a graduate program.
6. The tuition credit will be applied directly to the student's financial account. A T4 slip will be issued to the student indicating the value of the tuition benefit provided.

**Please submit this form to People and Culture at [hr@stfx.ca](mailto:hr@stfx.ca). The deadline to submit this form is August 31 (Fall/Winter terms), April 30 (Spring term) and June 30 (Summer term).**

