

<b>TYPE:</b>	Employment-Related
<b>TITLE:</b>	Employee Access to Part-time Courses at a Reduced Fee
<b>NO.:</b>	EMPL-305
<b>RESPONSIBILITY:</b>	Chief Administrative Officer & Associate Vice President, Human Resources
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	November 2020
<b>REVISED DATE(S):</b>	
<b>REVIEW DATE:</b>	November 2023

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## 1. Introduction

Durham College recognizes the value of lifelong learning. As a learning organization, the College is committed to supporting employees in their personal and professional development. The opportunity for lifelong learning contributes to employee satisfaction and retention, and enhances the quality of education and experience provided to our students.

## 2. Purpose

This policy and procedure provides employees and affiliate colleagues with the opportunity to take part-time course(s) at a reduced rate.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

- 4.1. Durham College will provide affiliate colleagues with seats in courses in order to promote lifelong learning.
- 4.2. The College reserves the right to establish the number of seats available at the discounted rate in all courses.
- 4.3. All credit courses with regulated tuition fees are available for registration.
- 4.4. The appropriate academic school will determine the general interest course(s) with non-regulated tuition fees that are available for registration under this policy and procedure.
- 4.5. Seats in all courses are based on availability.

- 4.6. Registration cannot be processed at the discounted rate using the College's web registration system.
- 4.7. Reduced rate courses are limited to two courses per semester, per person.
- 4.8. Registrants are responsible for all supply, ancillary and online fees and any additional charges.

## 5. Procedure

### 5.1. Registration

- 5.1.1. Individuals may only register in person at Student Enrolment Services.
- 5.1.2. To qualify for the reduced rate, registrants need to provide proof of eligibility in the form of a valid employee photo ID and a copy of their active employment contract. Valid, government issued photo ID is also acceptable.
- 5.1.3. Durham College employees or retirees may present a completed 'Employment Status Verification Form' along with a valid photo ID to qualify for the reduced rate.
- 5.1.4. An affiliate colleague must be accompanied by the employee at the time of registration.
- 5.1.5. Costs to a full-time permanent employee or 'regular part-time' support staff employee:

Credit courses:	Tuition of \$20, plus applicable ancillary, supplies and online fees.
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General interest courses:	Tuition of \$20, plus HST and applicable ancillary, supplies and online fees.
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#### 5.1.6. Costs to an affiliate colleague:

Credit courses:	Tuition of \$80, plus applicable ancillary, supplies and online fees.
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General interest courses:	Tuition of \$80 (or the actual tuition amount should it be less than \$80), plus HST and applicable ancillary, supplies and online fees.
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## 5.2. Withdrawal

- 5.2.1. Registrants wishing to withdraw from Continuing Education courses will follow the School of Professional and Part-time Learning withdrawal procedures.
- 5.2.2. Registrants withdrawing from day-time post-secondary courses must go in person to the Strategic Enrolment Services office.
- 5.2.3. There is a non-refundable administrative fee for any withdrawal. If an Employee or affiliate colleague has paid less than the set administrative fee, they will not receive a refund.

## 5.3. Cancellation

- 5.3.1. If the College deems it necessary to cancel a course, refunds of any fees paid are issued to all registrants.
- 5.3.2. Employees are not required to complete any paperwork when a course is cancelled by the College.

## 6. Roles and responsibilities

- 6.1. It is the responsibility of the Executive Vice President, Academic to ensure that this policy and procedure is fully implemented.
- 6.2. It is the role of Strategic Enrolment Services and the academic schools to monitor this procedure for compliance.
- 6.3. It is the responsibility of the Chief Administrative Officer and the Associate Vice-President, Human Resources to ensure it is current to all applicable legislation and Collective Agreements.

## 7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

## 8. Non-compliance implications

Non-compliance with this policy and procedure could lead to contravention of the support staff and academic collective Agreements.

## 9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.

## **10. Related forms, legislation or external resources**

- Academic Employees Collective Agreement – Article 12.01
- Support Staff Collective Agreement – Article 9.4