

TYPE:	Employment-Related
TITLE:	Employee Access to Part-time Courses at a Reduced Fee
NO.:	EMPL-305
RESPONSIBILITY:	Vice-President, People, Equity and External Relations
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	December 2024

1. Introduction

Durham College (DC) 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 provide current employees and affiliate colleagues with the opportunity to enroll in part-time course(s) at a reduced rate.

3. Definitions

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

4. Policy statements

- 4.1. DC will provide employees and 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. Seats in all courses are based on availability.
- 4.3. All credit courses with regulated tuition fees are available for registration.
- 4.4. The appropriate academic Faculty will determine the general interest course(s) with non-regulated tuition fees that are available for registration under this policy and procedure.
- 4.5. Registration cannot be processed at the discounted rate using the College's web registration system.
- 4.6. Reduced rate courses are limited to two courses per semester, per person.

4.7. Registrants are responsible for all incidental, ancillary and online fees and any additional charges.

5. Procedure

5.1. Registration

5.1.1. Individuals may register over the phone or in person at the Office of the Registrar (RO).

5.1.2. To qualify for the reduced rate, registrants may 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 identified by the employee at the time of registration. Human Resources may be contacted to confirm retiree status.

5.1.5. Costs to a full-time permanent employee, partial load, or 'regular part-time' support staff employee:

- Credit courses:
 - Tuition of \$20, plus applicable ancillary, incidental, and online fees.
- General interest courses:
 - Tuition of \$20, plus HST and applicable ancillary, incidental and online fees.

5.1.6. Costs to an affiliate colleague:

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

5.2. Withdrawal

- 5.2.1. Registrants withdrawing from courses offered by the Centre for Professional and Part-time Learning (PPL) must follow their withdrawal procedures.
- 5.2.2. Registrants withdrawing from day-time post-secondary courses must submit a program withdrawal form to the Office of the Registrar.
- 5.2.3. There may be 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 will be issued to all registrants.
- 5.3.2. Employees are not required to complete any documentation when a course is cancelled by the College.

6. 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 Multi-Year Accessibility Plan.

7. Non-compliance implications

Non-compliance with this policy and procedure could lead to contravention of the Support Staff and Academic Collective Agreements.

8. Related forms, legislation or external resources

- Academic Employees Collective Agreement
- Support Staff Collective Agreement