

AURORA COLLEGE

POLICY

Aurora College may waive a tuition/course fee for Aurora College staff who have been requested to register in a course.

PRINCIPLE

1. Aurora College encourages and supports professional development of its staff.

PROCEDURES

1. Employees of the College who are requested by the College to take an Aurora College course may not be charged a tuition/course fee. Written approval from the Supervisor or designate to attend the course must be presented at the time of registration.
2. The College reserves the right to designate the course for which a full tuition/course fee must be paid.
3. Employees of the College will be required to cover the cost of all textbooks and other course materials.
4. Recommendation for courses that require full tuition must be made to the President.
5. The request of an individual staff, requesting the waiving of the tuition fee for a course must be approved by:
 - i. his/her Supervisor, and
 - ii. the Program Manager delivering that course.