



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Tuition Refund Policy

Category: Member Benefits
Date last Revised: August 24, 2021

I. Overview

In accordance with article 18.2 of the Collective Agreement, the MRFA shall annually allocate \$64,000 in tuition refunds to full time and contract faculty enrolled in credit courses at other institutions. All applicants shall receive funding proportionate to the amount available and the amount of funding requested by all applicants in accordance with the Collective Agreement.

II. Applicable Committee

The MRFA Grants Committee, with the support of the Senior Administrative and Faculty Relations Officer, is responsible for processing the Tuition Refunds.

III. Authority

The MRFA Grants Committee has the authority to approve allocations within the parameters outlined in the Collective Agreement and in accordance with the forms approved by the MRFA Executive Board.

IV. Eligibility

Full-time, limited-term, sessional, continuing, and fixed-term Employees (who taught 144 SICH, or equivalent, in the Academic Year) who successfully complete credit courses, or for graduate studies program fees, at any other post-secondary institution are eligible to apply.

V. Process

- i. Applications shall be submitted to the Senior Administrative and Faculty Relations Officer by the deadline specified on the application form (mrfa.net/tuitionrefunds).
- ii. The Senior Administrative and Faculty Relations Officer shall ensure completeness and accuracy of all applications, generate a draft allocation chart, and facilitate the work of the Grants Committee in reviewing and approving the Tuition Refunds.
- iii. Should the funds not cover 100% of eligible requests, the Grants Committee may apply a cap on requests which shall usually be the median times two.
- iv. A report detailing the allocation of funds shall be submitted annually to Academic Affairs.

VI. Appeals

Funding Appeals may be submitted in accordance with the Association's Appeals Policy