Tuition Refund Policy

Category: Member Benefits
Date last Revised: November 2024
Scheduled for Review: Spring 2026

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 Funding Allocations sub-Committee of the Audit and Finance Committee is responsible for processing the Tuition Refunds.

III. Authority

The Funding Allocations sub-Committee has the authority to approve allocations within the parameters outlined in the Collective Agreement, in accordance with the forms approved by the MRFA Executive Board and in line with the procedures outlined in the Funding Allocation, Audit, and Appeals Policy.

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 who incur 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 (SAFRO) by the deadline specified on the application form (mrfa.net/tuitionrefunds).

ii. The SAFRO shall ensure completeness and accuracy of all applications, generate a draft allocation chart, and facilitate the work of the Funding Allocations sub-Committee in reviewing and approving the Tuition Refunds.

iii. Should the funds not cover 100% of eligible requests, the Funding Allocations sub-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.

v. The Funding Allocations sub-Committee shall refer allocations to the Funding Audit sub-Committee prior to disbursements being made in accordance with the Association's Funding Allocations, Audit, and Appeals Policy.

VI. Appeals

Funding Appeals may be submitted in accordance with the Association's Funding Allocations, Audit, and Appeals Policy