



Tuition Waiver:
Institute for Learning and Teaching (ILT) Programs
 Learning and Teaching | KLO Campus | Room B120

The College appreciates and recognizes the value of professional and personal development. The College shall waive application and tuition fees for all eligible employees who want to take an ILT program. Employees should be aware that these tuition waivers may be considered a taxable benefit. **Course materials, including texts and an administrative fee, must be paid by the employee.**

All interested employees shall follow the application procedure outlined below:

- 1) The employee will complete Section 1 and then submit this form to their Dean/Director.
- 2) Once the form has been approved and signed by the employee's Dean/Director, it should be sent to Learning and Teaching for review and further processing.

SECTION I: APPLICATION AND SUPERVISOR REVIEW

Applicant Name:	Phone/Local:
Department:	Campus:
Employee ID:	
ILT Program:	
Reason for Participation:	
Applicant Signature:	Date:
Dean/Director (please print):	
Dean/Director Signature:	Date:

SECTION II: REVIEW BY DIRECTOR OF LEARNING AND TEACHING

Total Cost of Tuition:	\$	
Cost of materials and admin fee (to be paid by applicant):	\$	
AMOUNT OF WAIVER:	\$	
Approved by Director of Learning and Teaching:	Yes	No
		Comments:
Signature:		Date:

** Please note that this is a fillable form with signature fields. In keeping with OC sustainability goals, we encourage you to complete and submit this form electronically to cwhitten@okanagan.bc.ca.*