

Tuition refunds for credit courses taken at Mount Royal:
Collective Agreement Article 18.4

1. Chair needs to write letter of approval for the faculty member taking the course
2. The member has to provide receipts with the breakdown of fees (only tuition refunded)
3. The member has to provide proof of successful course completion.
4. Submit all above documentation to HR

Taking non credit Cont-Ed Courses:
Collective Agreement Article 18.5

1. Call Cont Ed Registration (3833) to determine if the course is eligible for free tuition
2. If it is eligible get the form from HR and submit.