



## **Table of Contents**

I.	Welcome to the Tuition Waiver Program.....	<b>Page 2</b>
II.	Important Next Steps.....	<b>Page 3-4</b>
III.	Futures Forward's Wraparound Services.....	<b>Page 5-6</b>
	i. Youth Employment Services MB.....	<i>Page 5</i>
	ii. Canadian Mental Health Association.....	<i>Page 5</i>
	iii. Community Financial Counselling Services.....	<i>Page 6</i>
	iv. Role of the Student Support Case Manager.....	<i>Page 6</i>
IV.	Workplace, Training and Employment.....	<b>Page 7-11</b>
	i. Living Supports 101.....	<i>Page 7-8</i>
	ii. Students on an AYA (Extension of Care).....	<i>Page 8-9</i>
	iii. WTE Requirements.....	<i>Page 10</i>
	iv. Annual renewal of WTE Living Supports.....	<i>Page 11</i>
	v. Spring/Summer Session Renewals.....	<i>Page 12</i>
V.	Institutions A-Z: Requirements, Fees and Important dates.....	<b>Page 13-22</b>
VI.	Tuition Waiver Student Responsibilities.....	<b>Page 23</b>



## **I. Welcome to the Tuition Waiver Program**

Welcome to the Tuition Waiver program! Futures Forward is very happy to be in the position to support you as you pursue Post-Secondary studies with your chosen institution.

### **What does the Tuition Waiver Provide?**

- The Tuition Waiver program will provide coverage for your tuition which the institution will credit to your account every term.
- Manitoba Jobs and Skills Development through Workplace, Training and Employment will provide a monthly Living Supports contribution paid bi-weekly.
- Workplace, Training and Employment will also provide funds for post-secondary costs.
- *\*Please note that Futures Forward does not authorize or disburse any funds related to the Tuition Waiver or Living Supports programs.*

The purpose of this guide is to provide tuition Waiver students with the information they will need to be successful in the program and aware of what is available in terms of resources.

\*Please take the time to read through this guide carefully. Be aware that support is available and all inquiries are welcome. A student's success is this program's highest priority; if a student needs support, do not hesitate to contact Futures Forward, your Institution or the assigned CDC. If you have questions or concerns, or need support accessing resources please contact the Futures Forward Student Support Case Manager Christina McKay at [cmckay@yesmb.ca](mailto:cmckay@yesmb.ca).

Students must meet all requirements set out by their Post-Secondary Institutions to continue receiving the Tuition Waiver. It is expected that students will reach out at least 3 times a year while enrolled, once each term/semester.



## II. Important next steps after Acceptance

### Step 1: Meet with the Student Support Case Manager

If you have been accepted, the school will reach out and email an acceptance letter to you. Hold on to this document as you will need a copy to register for living supports.

At the time of acceptance, you will be contacted by the Futures Forward Student Support Case Manager Christina McKay ([cmcaky@yesmb.ca](mailto:cmcaky@yesmb.ca)) to book your Living Support Intake appointment. **The referral process can take up to 8 weeks to complete** and in order to receive funds before the start of the school year, students need to start this process as soon as possible.

The Workplace, Training and Employment Package Living Support intake packet will be forwarded to you before your appointment. Please take time to review this packet and collect the required documentation and information needed to complete it.

A list of documents students might need includes:

- **Photo Identification**
- **Letter of Acceptance (Program/Institution acceptance letter)**
- **Letter of Tuition Waiver Award Acceptance (Email)**
- **Tuition, Books and Supplies information**
- **Class Schedule/Registration**
- **Direct Deposit form (have filled out for WTE appointment)**

Using the documents above, the intake package will be completed during the one-on-one appointment.

*\*Please note that students can fill out the forms on their own time but they will need to be submitted to the Student Support Case Manager for referral to Workplace, Training and Employment (WTE).*

### **Step 2: Meet with a CDC**

Once the referral packet is forwarded to Workplace, Training and Employment (WTE), students and the Futures Forward Student Support Case Manager will receive an appointment date. This appointment referral will also include the name of a Tuition Waiver student's **Career Development Consultant (CDC)**. A student's CDC is responsible for the overseeing and processing of



the Living Supports portion of the Waiver. All requests for school-related expenses will have to be submitted to the CDC in order for students to receive their funds.

These meetings are extremely important and students should prepare for a 1-1.5 hour block of time. These meetings will go over your financial needs and the expectations involved with receiving Living Supports from WTE. These meetings can be set up as in-person appointments, depending on the location, or phone appointments.

### **Step 3: Sign a Participation Agreement**

These appointments will result in the creation of a document called a **Participation Agreement**. This agreement will be forwarded to the student to be signed, Funds will not be authorized or released until the document is signed and returned to the CDC. If a student does not have access to a scanner, one is available at the Youth Employment Services MB office at 614-294 Portage Ave, Wpg. If a student is not in Winnipeg, contact the Student Support Case Manager to discuss where to locate a scanning device.

### **Important notes:**

- \*If a student is on an AYA (Agreement with Young Adults), AKA an extension of care, please submit any Social worker information as soon as possible. The CFS worker will need to connect with WTE.
- \* If students are receiving Band Funding, they are allowed to collect living supports and Band Funding simultaneously without penalty. Students will need to provide this information to the Post-Secondary Institution, Futures Forward and Workplace, Training and Employment.
- \* Students cannot simultaneously receive government assistance funds such as Employment Insurance (EI) or Employment Insurance Assistance (EIA) as well as WTE Living Supports. If a student is receiving EI or EIA at the time of acceptance, they must provide the contact information for their EIA/EIA worker(s). The EI/EIA file will then be closed and those funds will cease in order to start receiving Living Supports.



### **III. Future's Forward Wraparound Services**

Futures Forward will provide ongoing support while students are on a Waiver and meeting the requirements of the Tuition Waiver program. Futures Forward is in the position to offer a variety of services for those on a Tuition Waiver from ages 18-29. If at any point a student wishes to access these services connect with the Student Support Case Manager for a direct referral

**Wraparound Services:** Futures Forward is a partnership of 3 different agencies:

#### **i. Youth Employment Services MB**

*<https://yesmb.ca/>*

- Transitional supports to Post-Secondary and Employment Services
- Education Planning including looking for additional funding
- Study skill development
- Resource navigation
- Assistance with career exploration: Resume creation, Cover Letters, Interview Preparation, and Job Search assistance
- Monthly Student Support group via Zoom or In-Person
- Connections to post-secondary and community resources (advising, mental health, budgeting, counselling and more)
- Free training opportunities
- Referrals to community resources

#### **ii. Canadian Mental Health Association**

- *<https://mbwpg.cmha.ca/programs-services/futures-forward/>* **Provides Youth Service Navigation:** These resources include (but are not limited to) obtaining ID, support with housing, referrals to addictions supports, and navigation within health, mental health, social, and government systems. **Youth Service Navigators** can assist youth in negotiating challenging situations and help youth access needed resources
- **Futures Forward Counselling** is CMHA's no-cost counselling to support youth with living, relationship or other issues important to them.
- Cultural Wellness support for Indigenous Youth (cultural programming, events and ceremonies).



### **iii. Community Financial Counselling Services**

*<https://www.cfcs.mb.ca/>*

Providing Financial literacy and counselling services including information and assistance with the following:

- Banking and credit
- Budgeting and spending plans
- Rental agreements
- Navigating debt such as cell phone contracts and student loans
- Free income tax preparation for simple returns

A Financial incentive up to \$100 is given for participation.

### **iv. The role of the Futures Forward Student Support Case Manager**

*<https://futuresforward.ca/>*

The role of the Student Support Case Manager can be broken down into the following duties.

- To connect youth via referral to the Workplace, Training and Employment Living Supports program.
- To support youth in navigating Post-Secondary services and requirements.
- Provide referrals to partnering agencies like Canadian Mental Health Association (CMHA), Community Financial Counselling services (CFCS).
- Provide career support and skills building.
- Assist in finding community and on campus resources.
- Act as an advocate for students in the Tuition Waiver program.
- Maintain consistent communications between the students, post-secondary institutions, CFS Authorities and Workplace, Training, and Employment.
- Forward employment and academic opportunities to youth.
- Assist with paperwork or applications to WTE, Awards, Student Aid etc.



## IV. Workplace, Training and Employment

### i. Living Supports 101

A student's acceptance into the Tuition Waiver program opens their eligibility to a bi-weekly Living support stipend, which will be administered while the student is engaged in an active study period September to April (Fall and Winter Term).

This means that as long as a **student is registered in Full-Time studies** and maintaining the academic standards set by the Post-Secondary Institution students, they are eligible to receive financial support. From May to August (Spring and Summer Term) it is expected that students will pursue employment and will not be issued living supports.

All living supports are administered by **Workplace, Training and Employment (WTE)**. The assigned Career Development Consultant (CDC) will be responsible for overseeing and authorizing any funds on the student's behalf.

These supports are broken down into the following categories.

- **Living Costs: (Rent, Groceries, Basic needs)**

-This is a set amount and will not cover the entirety of your expenses. It is meant to ease your financial burden but is not a reliable source of income.

- **Post-Secondary Costs: (Textbooks, School Supplies, Transportation)**

-These costs are calculated using the required supplies lists issued by the school or instructors. Students can also access these lists from the Post-Secondary bookstores by providing a screenshot of a WebCart generated from the institution's bookstore website.

-You also have the option to buy your supplies upfront and provide itemized receipts to receive a reimbursement for these expenses.

-Bus Pass funds are available. If you own a vehicle, students can discuss the possibility of a mileage expense.

-Laptop funds are available if needed for school. Historically, laptop fund may be provided up to \$500.





- **Additional Allowable Expenses: (Health Care, Internet, Child Care, Tutoring, Additional Institution Fees)**

-If a student is required to cover a **health care plan opt-in** at their Post-Secondary Institution, WTE will cover these amounts. They are available by request only and will require that a screenshot of the cost be forwarded to the assigned CDC

*\*Some institutions will not cover fees not directly tied to tuition. Refer to the Institutional Requirements for a list of expected costs. These can be covered by WTE. To receive a payment students must provide an invoice. These can be obtained through the student account page or by contacting the institution's financial office.*

-**Internet** costs may be available if the student is required to take virtual courses.

-**ChildCare** costs may be available if students have dependents needing after school or day-care so they may attend classes.

-**Tutoring** expenses may be covered if students require one-on-one support. Receipts will be needed and often these costs are on a reimbursement plan. Contact [cmckay@yesmb.ca](mailto:cmckay@yesmb.ca) to discuss this option.





## ii. Students on an Agreement with Young Adults (AYA)

An Agreement with a Young Adults is organized between Youth in Care (18-21) and their overseeing Authorities while they attend Post-Secondary education. It is also known as an extension of care. Students on an AYA are supported during the school year by Workplace, Training and Employment and will be provided living supports.

However, the following expenses will remain under the care and responsibility of Child and Family Services.

- Health benefits
- Transitional housing supports
- Psychosocial supports

It is important to note that a student's CDC must be connected with an AYA student's Child and Family Service Social Worker so the following things can occur:

- A pause in AYA living supports can occur during the Fall and Winter Term to prevent doubling funds and creating an overpayment situation.
- CDCs and social workers will also have to discuss start and end dates in regards to funding so the student will not experience a lapse in funding during the Spring and Summer sessions.
- In the event expenses occur that WTE cannot approve or provide support for, a student's social worker can be contacted to arrange coverage.

In the event that a student turns 21 and their AYA ends, the student will be considered as a regular Tuition Waiver student and will still remain eligible for the collection of living supports.

**Students and CFS Workers** are expected to notify both the Futures Forward Student Support Case Manager and their CDC when the **AYA closure date** is approaching.



### iii. WTE Requirements

All students will need to complete an intake packet before they can be referred by the Student Support Case Manager to the Workplace, Training and Employment Living Supports Program.

- Students are responsible for reporting and forwarding all contact information if they are involved with any Government Assistance program such as EIA/EI.

*Not providing this information could result in an overpayment situation where the student would be required to repay any doubled funds.*

- Students who are still under Child and Family Service care are responsible to report and forward current contact information for their social worker.
- Students are required to complete and submit all required documents promptly and in a readable form, preferably in PDF format.
- Students should be updating Futures Forward and Workplace, Training and Employment via their assigned CDC at the start of each term. (Fall, Winter and Spring/Summer)

*This includes forwarding transcripts and final grades when requested. If the student is confused about what to send, contact the Student Support Case Manager or your WTE CDC for assistance.*



#### iv. Annual renewal of WTE Living Supports

It is the responsibility of the student to update their CDC of any changes to their educational plans. This includes whether they will be graduating their program, withdrawing/leaving their studies or continuing their program in the fall.

Living supports are not automatically renewed, and with each new school year students will need to connect with their CDCs and forward the following documents before the Fall term begins each year. Futures Forward recommends doing at least two months before the school year begins.

- **Notice of Tuition Waiver Renewal Letter:** Every post-secondary institution will send their Tuition Waiver students Notice of Renewal letters via their student email.
- **Current Course Registration:** Students can submit their class schedules in a pdf format or forward a copy of their web transcript from their student account.
- **Textbooks and Supply lists:** These can be obtained from student accounts, instructors or through the campus bookstore website.
- **Provincial and Federal Tax Forms:** These forms can be requested from a CDC or through the Futures Forward Student Support Case Manager before the start of the school year.

#### v. Spring/Summer Session Renewals

*If a student is registered in Spring/Summer session courses, they will be eligible to continue collecting living supports for the entirety of the session from Workplace, Training and Employment (WTE) as long as they are enrolled in ONE course over the Spring/Summer session.*

- To access additional funds, students will need to report to their CDC and the Student Support Case Manager to have a separate Participation Agreement contract created specifically for the Spring/Summer session.
- It is recommended students report the intention to pursue Spring/Summer courses at least 2 months in advance of the end of Winter term.
- Students will be required to notify all relevant parties and submit their course registration, textbook and supply information to their CDC. It will be recommended by WTE that students pursue employment if the course allows for the acquisition of meaningful employment (8 weeks or more) between the end of the course and the start of the Fall session.



- If necessary, funding can continue while the student is engaged in a job search and this option does need to be approved by a CDC before taking effect. The student will be required to meet outlined expectations detailed by WTE or the funding will be discontinued.

*Note: CDCs have the authority to veto a request for funds if there is ample time for the acquisition of employment.*

- Students need to respond to all correspondence promptly and update their contact information (address, phone number, email) with Futures Forward and Workplace, Training and Employment in the event that it changes.

Failing to update and comply to the basic requirements of the program will result in the stoppage of funding from Workplace, Training and Employment. It may also result in an overpayment situation requiring immediate repayment.

**If at any time students require clarification, support navigating their responsibilities, or encounters a financial barrier to their studies, they are encouraged to connect with the Futures Forward Student Support Case Manager Christina McKay at [cmckay@yesmb.ca](mailto:cmckay@yesmb.ca).**



## V. Institutions A-Z: Requirements, Fees and Important Dates

A student's tuition costs will be covered by the institution directly. All institutions apply a pre-determined credit to your account to cover your accounts. This process may take 4-6 weeks from the start of the Fall and Winter Terms to appear in your accounts.

*If a student receives a notice of a required payment from their institution, be aware that these emails are automated and sent to all students.*

Please be aware that not all post-secondary costs will be covered by the Waiver and students will be responsible for forwarding outstanding costs to Workplace, Training and Employment. Some expenses are not eligible for coverage and will be the student's responsibility to pay.

**All students must meet the following requirements to be eligible for Tuition Waiver renewal each year:**

- Maintain a 2.0 GPA (C)
- Maintain full-time student status (at least 18 credit hours/year or 60% course load), *unless the student has been approved for a reduced course load due to a registered disability. Please contact the SSCM at Futures Forward and the institution if this has occurred.*
- UM, UW, USB, and Booth students must continue to demonstrate financial need
- Maintain continued contact with Futures Forward, your post-secondary institution, and your Career Development Consultant (CDC)



## **\*Assiniboine Community College:**

Before the start of classes, you will need to book an appointment with the Student Success Advisor. ACC students will need to refer to the ACC website as advisors are program specific.

*Students will continue to receive tuition coverage as long as they are enrolled in a program and meeting requirements. Students are covered for 1 program and will have to re-apply if they choose to apply to a different field of study at ACC or another institution.*

**Voluntary Withdrawal deadline:** <https://assiniboine.net/admissions/registrars-office/important-dates>

### **Fees not Covered**

- Program deposit fee: (Approximately \$400) Not eligible for coverage by WTE.
- Application Fee
- Technology Fee
- Student Services Fee
- Parking Fee
- Health/Dental Fee
- UPass fee-Eligible for WTE coverage.

### **Fees that are Covered by the Institution**

- Student ID card-Covered once by the Institution.

**Renewal Requirement:** *No action beyond meeting requirements is needed to renew a Waiver. An email will be sent notifying students of their status in the summer months.*



## \*Brandon University:

Before the start of classes, students will need to book an appointment with an Academic Advisor prior to registering for classes.

*A student's tuition will be covered for 6 years of study or 120 Credit Hours. As long as they continue to be enrolled full time 18 Credit Hours over the Fall/Winter term and meet the 2.0 GPA requirement.*

*A student's Waiver is automatically renewed each year as long as they continue to meet requirements. Students will receive a confirmation of renewal letter in their student account email and this must be forwarded to their CDC every year.*

**Voluntary Withdrawal deadline:** <https://www.brandonu.ca/registration/files/Undergraduate-Important-Dates-22-23.pdf>

### **Fees not Covered by the Institution**

- Locker fee
- Parking Fee
- Admission Testing
- Health/Dental Fee-Can be covered by Workplace, Training and Employment or students can opt out of the plan via the school website by the first week of classes.
- UPass- Eligible for WTE coverage.
- B.U.S.U.
- BUILDING FUND
- CANADIAN FEDERATION OF STUDENT
- MATERIALS/SERVICES FEE- Calculated per course.
- QUILL LEVY
- WUSC FEE

### **Fees Covered by the Institution**

- Application Fee
- Technology Fee
- Student ID Card Fee
- Student Fitness Fee
- Copyright Fee
- Student Services Fee

**Renewal Requirement:** *No action beyond meeting requirements is needed to renew a Waiver. An email will be sent notifying students of their status in the summer months.*





## \*Booth University College:

Before the start of classes, students will need to book an appointment with a Student Services advisor.

*A student's tuition will be covered for 6 years of study or 120 Credit Hours. As long as they continue to be enrolled full time 18 Credit Hours over the Fall/Winter term and meet the 2.0 GPA requirement.*

**Voluntary Withdrawal Deadline:** <https://boothuc.ca/academics/academic-calendar/>

### **Fees not covered by the institution**

- Upass- Eligible for WTE coverage.

### **Fees covered by the institution**

- Student Services Fee

**Renewal Requirement:** *No action beyond meeting requirements is needed to renew a Waiver. A email will be sent notifying students of their status in the summer months.*

## \*Canadian Mennonite University:

Before the start of classes, you will need to book an appointment with an Academic Advisor.

**Voluntary Withdrawal Deadline:** <https://www.cmu.ca/students/registrar/dates>

*A student's Waiver will be renewed for up to 5 years or 120 credit hours, whichever comes first.*

### **Fees not covered by the institution**

- Application Fee-Accepted/Unaccepted applicants will receive a refund of their registration fees.
- Parking Fee
- Admission Testing

### **Fees covered by the institution**

- Student ID card fee
- Student Services fee

**Renewal Requirement:** *CMU will email a renewal form to Tuition Waiver Students. It must be filled out promptly and returned.*



## \*Red River College:

Before the start of classes, students will need to book an appointment with Roxanne Dueck.

**Voluntary Withdrawal deadline:** <https://www.rrc.ca/future-students/dates>

### Fees not covered by the institution

- Application Fee: *This fee is required to register for your program and can be waived for Tuition Waiver students. Please contact Roxanne Dueck upon acceptance into the Tuition Waiver program to set up the fee waiving.*
- Technology Fee
- Student Fitness Fee
- Copyright Fee
- Student Services Fee
- Locker Fee
- Parking Fee
- Admission testing
- UPass: *Eligible for WTE coverage.*

### Fees covered by the institution

- Student ID Fee: *1<sup>st</sup> Student ID is covered by the institution.*
- Health and Dental Fee

**Renewal Requirement:** *No action beyond meeting requirements is needed to renew a Waiver. An email will be sent notifying students of their status in the summer months. All students will need to reach out to Roxanne Dueck at RRC to confirm renewal.*

*Students in 2-year programs will need to re-apply to the Tuition Waiver Program, as only one year of coverage is provided.*



**\*Manitoba Institute of Trades and Technology:**

Students must meet with a member of Student Services team. Contact the Student Support Case Manager to be connected with the correct people.

*\*There is a Program Deposit Fee that can be waived for Tuition Waiver students. Please refer to the Student Services worker.*

**Voluntary Withdrawal Deadline:** <https://mitt.ca/current-students/cancellation-withdrawal-and-refunds#:~:text=To%20formally%20withdraw%20from%20your,to%20admissions%40mitt.ca>.

**Fees not covered by the institution**

- Application Fee
- Technology Fee
- Student Fitness Fee
- Student ID Card Fee
- Copyright Fee
- Student Services Fee
- Locker Fee
- Parking Fee
- Admission testing
- UPass: *Eligible for WTE coverage.*

**Renewal Requirement:** *No action beyond meeting requirements. Most programs are 1 year or less and are ineligible for renewal without special permissions.*



## **\*Universite de St. Boniface:**

*Students should be aware that they will need to re-apply to the Tuition Waiver program each year to renew.*

- 2-year programs will receive 3 years of funding max
- 3-year programs will receive 5 years of funding max;
- 4-year programs will receive 6 years of funding max.

These are approximate estimates of how long certain programs may take to complete and how much time is allowable for their completion while on the Waiver.

**Voluntary Withdrawal Deadline:** <https://ustboniface.ca/dates>

### **Fees not Covered by the Institution**

- Application Fee
- Student ID Card Fee-First card is free, replacement is \$10
- Copyright Fee
- Student Fitness Fee-12month Card (\$222)
- Locker Fee
- Parking Fee
- Admission Testing
- UPass- *Eligible for WTE coverage.*

### **Fees covered by the institution**

- Technology Fee
- Student Services Fee
- Health/Dental Fee

**Renewal Requirement:** *Most reapply each year to renew the Waiver. SEE ABOVE*



## \*University College of the North

- *Students will get awarded a Waiver that will span the length of their program (Degree or Diploma) plus 2 years.*
- *Any Certificate program will be awarded a Waiver for the length of the program plus 1 year extra. All of these are the max allowable extensions.*

**Voluntary Withdrawal Deadline:** [https://soar.ucn.ca/ICS/icsfs/UCN\\_Academic\\_Calendar\\_2022-23\\_\(March\\_23%2c\\_2023\).pdf?target=c8c89223-7865-479c-9c72-5231a51f7420](https://soar.ucn.ca/ICS/icsfs/UCN_Academic_Calendar_2022-23_(March_23%2c_2023).pdf?target=c8c89223-7865-479c-9c72-5231a51f7420)

**Students will not be able to switch or change their programs.** Doing so will compromise their Waiver, possibly resulting in being removed from the Tuition Waiver program altogether. *Before making any changes to your education plan, please contact the Student Support Case Manager at Futures Forward to discuss options available.*

### **Fees not Covered by the Institution**

- Locker Fee
- Parking Fee
- Admission Testing

### **Fees covered by the institution**

- Application Fee
- Technology Fee
- Student Services Fee

**Renewal Requirement:** *No action beyond meeting requirements is needed to renew a Waiver. An email will be sent notifying students of their status in the summer months.*



**\*University of Manitoba:**

- *Students will receive up to \$5000/year while on the Tuition Waiver.*
- *If students would like to apply leftover award funds to take Spring/Summer courses they must contact the Financial Aid office to have them applied to their account.*

Students must continue to demonstrate financial need to renew.

**Voluntary Withdrawal Deadline:** <https://umanitoba.ca/registrar/important-dates-deadlines>

**Fees not Covered by the Institution**

- Application Fee
- Locker Fee
- Parking Fee
- Admission Testing

**Fees covered by the institution**

- Technology Fee
- Student ID Card Fee
- Student Fitness Fee
- Student Services Fee
- Health/Dental Fee
- UPass- *Eligible for WTE coverage.*

**Renewal Requirement:** *No action beyond meeting requirements is needed to renew a Waiver. An email will be sent notifying students of their status in the summer months.*



## University of Winnipeg:

*Students must meet with the academic advisor once per term. If needed, students can appeal a non-renewal once if they do not meet requirements.*

**Voluntary Withdrawal Deadline:** <https://www.uwinnipeg.ca/registration/docs/withdrawal-schedule-fw.pdf>

### **Fees not Covered by the Institution**

- Application Fee
- Student ID Card Fee
- Copyright fee
- Locker Fee
- Parking Fee
- Health/Dental Fee

### **Fees covered by the institution**

- Technology Fee
- Student Fitness Fee
- Student Services Fee

**Renewal Requirement:** *No action beyond meeting requirements is needed to renew a Waiver. An email will be sent notifying students of their status in the summer months.*





## VI. Tuition Waiver Student Responsibilities

It is the responsibility of the student to maintain consistent communication with all three partners responsible for the administration and management of the Tuition Waiver Program:

1. Futures Forward via the Student Support Case Manager.
2. Workplace, Training and Employment via the assigned Career Development Consultant.
3. Post-Secondary institution: Responding to all communications (email, phone) and

booking Academic Advisor appointments by the requested deadlines when requested.

*Review Section V. “Institutions A-Z: Requirements, Fees and Important Dates” to confirm if these appointments are required by your Post-Secondary Institution.*

- It is important that before a student makes any changes to their academic plans like withdrawing from courses or switching programs they speak with their Post-Secondary Institution and the Student Support Case Manager at Futures Forward.

*Failure to communicate with either parties could cause significant problems and result in removal from the Tuition Waiver program due to conflicts with the requirements and Post-Secondary Institution’s internal Policies.*

- Futures Forward does enforce a Code of Conduct and as such requests that all communications be conducted in a professional and respectable manner. If disagreements or conflicts arise, please contact the Student Support Case Manager for assistance and support.