



CONTINUING EDUCATION – Updated July 2016

50% off Selected CE Courses for College Personnel

The College is pleased to offer selected CE courses to eligible personnel at 50% of the regular course fee. Eligible CE courses are identified annually at the responsible Program Coordinator’s discretion.

In consultation with HR, a 50% discount on tuition is applied to eligible CE Courses under the following terms:

1. The registrant is a current continuing or term faculty (CCFA/BCGEU), or a full or part-time CUPE or Exempt employee. Retired, contracted, and casual employees are not eligible for this discount.
2. The course must have reached minimum enrolment, and have a vacant seat. If a waitlist exists, seats must first be offered to those on the waitlist.
3. Discounted registration begins three (3) working days before the start of each course (no discounts for courses that run below minimum).
4. Each registrant is eligible to apply this discount to a maximum of two Continuing Education courses per semester (i.e. Fall, Winter and Spring/Summer)
5. The registrant is responsible for the cost of textbooks and course supplies.
6. The employee **registers in person at either campus using the attached Employee Discount Registration Form for Eligible CE Courses.**

CODE	CLUSTER NAME	ELIGIBLE COURSES
ASCE	History–Music & Film, Lifestyle	All except Fly Fishing – Intro (ASCE 663G)
AMSL	American Sign Language	Prep 1 (AMSL 501V) and Prep 2 (AMSL 502V)
BSCM G	Business Computer Training	All except BSCM 540V, 559V, & Digital Marketing Certificate program
BSNS G	General Business and Marketing	All courses that have a ‘G’ in the course code
BSNS V	Canadian Financial Planner (CFP)	All - except separate fee for Advocis which must be paid by the student
COOK	Food & Beverage	All
HLHS	Health and Wellness	All except HLHS 745V (Foot Care)
HORT	Horticulture & Outdoors	All
KEYB	Keyboarding Assessment	All
LANG	Languages	All
LDCT	Leadership Development Certificate	All courses that have a ‘V’ in the code (except LDCT 699V) and selected General Leadership courses (see Program Coordinator).
MEDC	Medical Office courses	All except Island Health Assessments
PFNC	Personal Finance	All courses
PHOT	Photography	All
PMCP	Payroll Courses (CPA)	All - except separate fee to CPA must be paid in full by the student
PRNT	Prenatal	All
TOUR	Tourism	All
TTAC	Architectural/Construction	All
TTCD	AutoCAD and ArcGIS	All
TTCE	Occupational Safety	All
TTEL	Electrical	All
TTMC	Mechanical & Metal Trades	All
TTMT	Nautical	None
WRIT	Writing and Publishing	All

ADDITIONAL OPTIONS FOR COURSE FUNDING:

- **CCFA:** Pre-Approved PD – Computer (BSCM) or Leadership Development Certificate (LDCT) are **pre-approved to have 100% tuition reimbursed** by the CCFA. Visit camosunfaculty.ca for more info and to find the [PD Fund Application Pre-Approved Form](#). Once approved, register/pay for the course and submit your receipt to the CCFA Office for 100% reimbursement. You can pay the full fee and register anytime for these courses.
- **CUPE & EXEMPT:** Apply for reimbursement of CE course costs related to educational and/or professional development goals. Visit [HR/Learning & Development/Staff & Professional Development Funding](#) for CUPE and EXEMPT PD forms and for more information.



**EMPLOYEE CE 50% TUITION DISCOUNT
CE COURSE REGISTRATION FORM for
Eligible Continuing Education (CE) Courses**

Last Name _____ First Name _____

School/Dep't _____ Colleague # _____

Work ☎ _____ Cell ☎ _____ Email _____

I have confirmed that the CE class I would like to register in starts within 3 days of my registering and has met the course minimum. I agree to the terms and conditions outlined above for eligible CE courses.

Please register me for the following CE course(s) at 50% of the full Course Fee:

Course Code _____ Course Name _____

Course Start Date _____ Date Registered _____

50% of Course Fee = \$ _____ (+ GST if applicable)

Course Code _____ Course Name _____

Course Start Date _____ Date Registered _____

50% of Course Fee = \$ _____ (+ GST if applicable)

The above CE Registration(s) qualifies for 50% reduction.

Employee signature

Please visit our [Continuing Education](http://www.camosun.ca/ce) website for more information about CE courses, staff & instructors, how to register and more!

www.camosun.ca/ce