



## Process for Free Staff Seat Enrollment

1. **Employees** submit the Application for Admissions form to Registration.
2. **Employee** fills out the first section on the form, then sends to their supervisor for approval.
3. **Supervisor** reviews and approves request. Note: The supervisor is approving that the employee will be permitted to take time off work (using either PD or flex time) to take the course. They are not approving enrollment, which is HRs responsibility.
4. **Employee** sends the forms to HR for approval.
5. **HR** verifies that the employee is regular and that the course requested is a base course. (Note: on occasion cost-recovery courses are approved if there has been funding approved for the course)
6. **HR** sends the approved forms to the employee.
7. **Employee** brings completed Free Staff Seat form to registration one week before course start date.
8. **Registration** staff adds an “adjce” perc on to the account
9. **Accounting** waives course fees. Please note student union fees are due at enrollment and supplies/materials are the cost of the employee.

*\*Staff are not able to displace a free seat for a paying student\**