



## THE DISCOUNT

Learning is lifelong, whether you are a student or an employee. We are excited to offer a 50% discount on select regular course fees for eligible Camosun College employees. The courses eligible for a discount are identified at the discretion of the Professional Studies & Industry Training (ProSIT) department. Please note that Camosun staff are eligible for the discount 3 days prior to the start of the course or earlier depending on if the course has met minimal enrolments.

View courses and register online at [prosit.camosun.ca](http://prosit.camosun.ca).

## ADDITIONAL FUNDING

### CCFA Employees

Any Leadership Development Certificate (LDCT) courses are preapproved to have 100% tuition reimbursed by the CCFA as professional development (PD). Fill out the CCFA preapproved [PD form](#) and send it to the CCFA office for confirmation prior to registering. Once you have confirmation, register and pre-pay for each course and then submit your form and receipt to the CCFA Office. You can register anytime for these courses.

### CUPE & EXEMPT Employees

Apply for reimbursement of ProSIT course costs related to educational and/or professional development goals. Visit the [PD Intranet page](#) to learn more and find the forms.



### Terms and Conditions

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

- 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.
- 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.
- Discounted registration begins once minimum seat requirements have been filled.
- The employee is responsible for the cost of textbooks, added certification fees and course supplies.
- The discount is not applicable if using StrongerBC future skills grant funding.

# EMPLOYEE DISCOUNT REGISTRATION FORM

For eligible Professional Studies & Industry Training (ProSIT) Courses

*In compliance with the Freedom of Information and Protection of Privacy Act, Camosun College does not sell, share, or disclose information about any current or past students to external organizations or individuals.*

## Employee Information (all fields required unless noted)

Last Name		First Name	
School/Department		Preferred Phone	
Colleague Number		X-Number*	
Email			
	I understand that my registration will not be confirmed until 3 days prior to the start date and I accept the terms and conditions on page one.		

*\*An X-Number is the ProSIT student ID. Note that C-Numbers are not the same. Create a ProSIT student account by visiting the Student Portal at [prosit.camosun.ca](http://prosit.camosun.ca) and entering in your primary email or Camosun employee email.*

Please register me for the following ProSIT course(s) at 50% of the full course fee.

Course Code	Course Name	Start Date	Date Registered	50% of Course Fee
				\$
				\$
				\$
				\$
				\$

Employee Signature		ProSIT Approval	
Date		Date	