



Policies & Procedures Manual

Section: STUDENT SERVICES - GENERAL

Title: TUITION CREDIT CONTESTS

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Procedure Number:
SS-01-02

Approved by:
Senior Executive Council

Effective Date:
January 18, 2017

Replaces:
New

POLICY STATEMENT

Tuition credit contests are important tools for recruiting students and can be offered in different contexts and by different units and divisions within University College of the North (UCN), and such contests are to be consistently and fairly held.

PURPOSE

This policy establishes procedures and rules to ensure consistency and fairness for any tuition credit contest held at UCN.

PROCEDURES

1. Eligibility

- a. tuition credit contests at UCN are open to legal residents of Canada, excluding Quebec, who have reached the age of majority in the province or territory in which they reside at the time of entry. Entrants must be enrolling in courses at either campus or regional centre of UCN and in any program offered by or through UCN for the academic year in question; and,
- b. any division at UCN may offer a tuition credit contest after consulting with the Vice-President overseeing their division. The Vice-President will then make a recommendation to the President and Vice-Chancellor who will consider the request for approval.

2. Contest Period

The division holding the tuition credit contest shall establish a period for the contest in terms of limitations for when individuals can apply for the contest, and for the academic year(s) for which the tuition credit can be applied.

3. Application Procedures

- a. specific application procedures shall be established for any tuition credit contest by the division holding the contest;
- b. application procedures shall be clearly advertised in a location where reasonably all potential applicants can learn of the contest. Advertising for the contest should include, at a minimum:
 - i. eligibility;
 - ii. process for applying for the contest;
 - iii. conditions of participation;
 - iv. the date of selection;
 - v. the method of selection;
 - vi. privacy notice;
- c. regardless of the nature of the tuition credit contest, all applications shall be in writing, and shall include at a minimum the student's name, address, phone number and email address, and an agreement to abide by the conditions of participation;
- d. all entries in a tuition credit contest become the property of UCN;
- e. UCN is not responsible for late, lost, incomplete, illegible, misdirected, stolen, delayed, damaged or destroyed entries;
- f. a fair and equitable process shall be established by the division holding the tuition credit contest for selecting a contest winner, including:
 - i. the mechanism for selecting a winner, be that a draw or another selection process;
 - ii. which individual or committee is responsible for making the selection;
 - iii. when that selection shall be made; and,
 - iv. in all instances, applicants shall be advised that the decision of UCN shall be final and not subject to appeal.

4. Awarding the Prize

- a. selection shall be by the division holding the tuition credit contest;
- b. the selected entrant will be contacted within ten (10) days of the selection by e-mail or phone. If the selected winner cannot be contacted within that time or does

not comply with these Official Contest Rules, the prize will be forfeited and an alternative eligible entry will be selected. UCN is not responsible for the failure for any reason whatsoever of a selected potential winner to receive notification or for UCN to receive a selected potential winner's response;

- c. the odds of winning shall depend on the number of eligible entries received;
- d. no tuition credits shall be awarded by cheque or cash. The tuition credit shall be awarded as a credit to be applied towards tuition only, and excludes books, residence fees or other charges associated with registration at UCN;
- e. where a tuition credit contest is advertised, the tuition credit shall be at least equal to the sum of tuition for the academic year and selected program in question. Other costs associated with enrolment are the responsibility of the student/sponsor;
- f. the tuition credit shall be provided "as is" without warranty of any kind and must be accepted as awarded. UCN disclaims all warranties including but not limited to implied warranties of merchantability, fitness for a particular purpose or non-infringement. No cash refund shall be available or offered for any unused credit. No cash alternative or substitution of the prize is provided;
- g. the tuition credit is not transferable unless authorized in writing by UCN before the transfer is made. Such authorization may be granted or withheld at UCN's sole discretion;
- h. should the winner have a balance owing for previous charges at the time of registering for an Academic Year, the tuition credit may be applied to the outstanding balance at UCN's sole discretion;
- i. all applicable taxes are the responsibility of the winner;
- j. in order to be declared a winner, the selected potential winner will be required to swear an affidavit indicating eligibility and compliance with these Official Contest Rules. In the event that the winner has not yet reached the age of 18 years or the age of majority in the winner's province or territory of residence, then the winner's parent/legal guardian must sign the affidavit to confirm compliance and consent with the rules established in this policy and to accept the prize on behalf of the minor, and provide a release and indemnity pursuant to Subsection 5, below; and,
- k. the selected entrant will receive a letter of confirmation from UCN's President and Vice-Chancellor.

5. Conditions of Participation

- a. by participating in this contest, the successful applicant agrees:
 - i. to be bound by this policy and the decisions of UCN, whose decisions are final;
 - ii. to the use of your name, likeness, voice, image, recording, video footage and statements in connection with this contest and the promotion and exploitation thereof;
 - iii. to receive e-mail correspondence from UCN with relevant program information and admission updates. UCN respects your privacy and protects personal information in compliance with the Freedom of Information and Protection of Privacy Act;
 - iv. a winning applicant shall give UCN and its agents the right to publish or broadcast your name, likeness, voice, image, recording, video footage or statements for editorial, promotional, advertising and publicity purposes, without compensation other than the value of the prize offered; and,
 - v. to release and indemnify and hold harmless UCN, its advertising and promotional agencies, the prize suppliers, and all their respective officers, directors, employees, owners, agents, contractors, representatives, successors and assigns from any liability in connection with or arising out of this contest, the awarding of the prize, the use of any personal information or the use of merchandise purchased in relation to winning a prize.

6. General Provisions

- a. UCN reserves the right, without prior notice, and at any time, to terminate the contest, in whole or in part or modify, suspend or extend the contest in any way;
- b. in the event that UCN is prevented from continuing with the contest by an event beyond its control, UCN has the right to modify, suspend, extend or terminate the contest;
- c. no entry shall be returned to an applicant;
- d. the invalidity or unenforceability of any provision of this policy does not affect the validity or enforceability of any other provision;
- e. any tuition credit contest and this policy are governed by and construed in accordance with the laws of the Province of Manitoba and the federal laws of Canada applicable therein, without giving effect to any choice of law or conflict of law rules or provisions that would cause the application of any other jurisdiction's laws; and,

- f. entries shall be destroyed once a winner is finalized.

7. Privacy Notice

- a. personal information in connection with the contest is collected under the authority of UCN and will be used for the administration of the contest and related purposes; and,
- b. any questions about the collection of personal information by UCN related to tuition credit contests shall be referred to AD-01-01 Privacy policy.