



TUITION ASSISTANCE POLICY

Approved by: Academic Coordinating Committee

Authorizer: Director, Organizational Development

Reference Code: HR5_V1

Effective Date: 10/1/2009

POLICY STATEMENT:

Conestoga supports the concept of continuing education for its employees. Conestoga will consider reimbursement for **full-time** employees for courses, degrees or diplomas that align with the scope and responsibilities outlined in the Tuition Assistance Procedure.

SCOPE:

This policy applies to all full-time employees of Conestoga with the proviso that the applicant is a full-time employee of Conestoga both at the time of application and at the time the reimbursement would normally be processed. Similarly, because employees who are approved for professional development leave are already receiving significant support, they are not eligible for tuition reimbursement during the period of their leave. This plan is in addition to provisions made for Conestoga employees under the collective agreements for tuition discounts and reimbursement related to taking Conestoga courses.

Courses offered as part of the Faculty Collective Agreement "In-Service Teacher Training Program" are explicitly excluded from tuition reimbursement.

POLICY ELABORATION:

Tuition Assistance Conditions

Tuition Assistance is considered for full-time employees whose Tuition Assistance Application meets the conditions outlined in Tuition Assistance procedure.

Funding

This fund does not replace allocations made for individual Schools or departments for other off site courses for professional development.

Conestoga will identify an annual amount for the tuition assistance plan, and this money

will be maintained in a separate account by the Director, Organizational Development. The amount of money may be adjusted depending on the number of applications and available resources.

In order for there to be funds available throughout the year, there will be a distribution of money three times each year. Applications received but not approved for support in one trimester may be forwarded for consideration to a subsequent trimester.

An exception to course-by-course payments is made for ongoing doctoral programs and those masters' programs which are research based and do not progress according to a course based schedule. In these cases, an employee whose degree studies are approved for tuition assistance may submit annually for the maximum \$1,700 if s/he includes the following:

- Invoices or receipts for the year totalling \$3,400 or more (if yearly costs are less than \$3,400, the employee would qualify for half of the monies spent)
- A brief report or letter describing the work the candidate has completed in the given year to further his/her studies
- A letter or brief report from the candidate's degree advisor indicating that appropriate progress has been made

REFERENCES:

Tuition Assistance Form
Tuition Assistance Procedure

REVISION LOG:

Revision Date	Summary of Changes
Sept. 2003	Original
Sept. 15, 2006	Changes to amounts available
May 15, 2008	Wording to accommodate reimbursement when fees are not course based
May 4, 2009	Eliminated accelerated top up at the completion of an advanced degree. Matched conditions with those on application. Added conditions for courses that do not have pre-approval. Removed "College"
Sept 30, 2009	Policy and Procedure Committee - Approved
October 21, 2009	Academic Coordinating Committee – Approved

REVIEW LOG:

As Policy Owners, we certify that the Tuition Assistance Policy is appropriate and provide an up-to-date framework in which decisions can be made and implemented.

Jeff Fila
Director, Organizational Development

December 10, 2014
Date