

TUITION ASSISTANCE PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Director, Organizational Development

Reference Code: HR6_V1

Effective Date: 1/10/2009

PROCEDURE STATEMENT:

As an institution of teaching and learning, Conestoga recognizes the benefits of having its employees continue their learning and improve their credentials through enrolment and study in recognized certificate, diploma, degree and post graduate programs.

SCOPE:

Tuition Assistance is considered for full-time employees according to the following criteria:

1. The applicant must be a full-time employee of Conestoga both at the time of application and at the time the reimbursement would normally be processed.
2. The goals and outcomes of any course or program must specifically align with Conestoga's strategic plan or with the objectives of the employee's department or School. As well, the degree must align with the academic requirements of the employee's role (e.g. in general, support positions do not require a master's degree)
3. Reimbursement is given for pre-approved courses. In exceptional cases, a course (and only one course) completed prior to receiving initial approval from the Tuition Assistance Committee may be considered for reimbursement if:

- There are sufficient funds

- The application meets all other tuition assistance approval conditions

- The course was completed within a maximum of six months prior to submission

4. Reimbursement is for tuition only (unless books are included in the tuition fee) and not for travel, conferences, seminars or professional memberships.

Reimbursement is given on a per course basis and upon submission of evidence of successful completion of the course (normally a grade report and a tuition receipt).

5. Funds are granted only for courses that are offered as part of a certificate, diploma, or degree program at an accredited post-secondary institution as recognized by Conestoga*.

6. Courses offered as part of the Faculty Collective Agreement "In Service Teacher Training Program" are explicitly excluded from the Tuition Assistance Program.

7. Course requirements must be completed outside the regular work schedule of the employee.

8. Employees may not access these funds while on a Conestoga-supported Professional Development Leave.

9. Calculation of the yearly maximum reimbursement is based on the fiscal year of the payouts, not on the year that courses were taken. Program maxima are as follows: 50% of the tuition expenses for any approved post-secondary credit course up to \$ 850/course to a maximum of \$1,700 per fiscal year to the lifetime maximum of \$6,000 for an undergraduate degree or a diploma, a lifetime maximum of \$9,500 for a master's degree, and a lifetime maximum of \$11,500 for a doctoral degree.

10. Courses eligible for tuition assistance are those taken at an 'acceptable' institution. For purposes of this program, 'acceptable' is defined as follows:

- Any accredited university or college that is an ordinary member of the Association of Universities and Colleges of Canada
- Any accredited university or college recognized by the Ontario College of Teachers Act, Ontario Regulation 184/97, amended to 373/01

While courses or programs at other institutions may be eligible, those institutions will be assessed on an individual basis at the time of application. International institutions must meet approval of a credential evaluation by World Education Services (WES).

Funds are normally reserved for those applicants who do not receive financial support from other funds.

RESPONSIBILITIES

The Supervisor of the employee seeking tuition assistance is responsible to confirm that the program to be studied is in line with Conestoga and/or department and/or School objectives.

The Tuition Assistance Committee reviews new applications each semester (November, March and June), and ranks and recommends the acceptable ones.

PROCEDURE:

1. The employee completes the Application for Tuition Assistance Form requesting approval for tuition reimbursement and forwards it to the Supervisor with a copy of the calendar information which details a summary of the program, its courses, and the title of the certificate, diploma or degree expected.
2. The Supervisor may discuss the application with the applicant and with the Director, Organizational Development if required.
3. The Supervisor signs approval of the Application and forwards it to the Director, Organizational Development with a letter of recommendation describing how completion of the proposed course or program specifically aligns with Conestoga's strategic plan or the department's goals and/or with the applicant's current position or program.
4. Supervisors also submit to the Director, Organizational Development any applications that are not recommended together with the reason why recommendation is withheld.
5. The Director, Organizational Development calls the standing Committee for Tuition Assistance to meet at regular intervals throughout the academic year to consider applications which have been received.
6. The Committee reviews and recommends applications which meet the criteria listed above and for which there are sufficient funds in Conestoga's Tuition Assistance account.
7. The Director, Organizational Development provides confirmation (or not) to the individual applicant with a copy to the Supervisor.
8. The application provides for the approval of the program. The final page of the application identifies the first course to be taken in the program. This page only is to be used for requests for approval of subsequent courses through the duration of the program and must be submitted in advance of registering for

those courses.

9. Upon successful completion of the each course, and within 6 months of the completion date of the course, the employee submits the tuition receipt and the grade report to the Director, Organizational Development for reimbursement. (The applicant must be employed full time at Conestoga at the time the reimbursement would normally be processed.) Requests for reimbursement must be submitted within 6 months of the completion date of the course. Reimbursement submissions made after 6 months of course completion will not be eligible for reimbursement.

Note: Incomplete applications will not be considered and will be returned to the applicants.

Late applications will not be considered. It is the responsibility of the applicant to ensure that the completed application package is received in time.

REFERENCES:

Tuition Assistance Form
Tuition Assistance Policy

REVISION LOG:

Revision Date	Summary of Changes
September 2003	Original
May 10, 2004	Changes to maximum amounts
January 31, 2007	Changes to form and instructions
May 4, 2009	Changes to terminology, maximum reimbursement amounts, naming Conestoga, matched conditions from application and changed role of president (removed approval and confirmation).
Sept 30, 2009	Policy and Procedure Committee - Approved
Oct 21, 2009	Academic Coordinating Committee - Approved

REVIEW LOG:

As Policy Owners, we certify that the Tuition Assistance Procedure 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