

HR 03**Tuition Assistance – Algonquin College Courses**

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| Classification: | Human Resources |
| Responsible Authority: | Manager, Organizational Wellness, Compensation, Pension and Benefits |
| Executive Sponsor: | Vice President, Human Resources |
| Approval Authority: | Algonquin College Executive Team |
| Date First Reviewed: | 2010-10-27 |
| Date Last Reviewed: | 2017-09-21 |
| Mandatory Review Date: | 2022-09-21 |

PURPOSE

To provide employees with support in pursuing learning at the College to better serve the needs of the students, those of the College, and to assist employees in achieving their professional development and personal goals. Professional Development is a shared responsibility between the college and the employee.

SCOPE

All permanent, full-time employees, full-time employees of the Students' Association and retirees of the College. Currently employed part-time and term specific employees, who have a minimum six months' accumulated employment within the past three years at the College, also qualify.

DEFINITIONS

| Word/Term | Definition |
|-------------------|---|
| Funded course | Funded by the Ministry as confirmed by the Registrar's Office |
| Manager | A person who has charge of a workplace or authority over employees |
| Non-funded course | Funded by the College from the fees paid by the students' Academic Administrator, Program Chair, Course Chair or Academic Manager |

POLICY

1. Algonquin College is committed to providing ongoing professional training and development of its employees to ensure the best possible learning experience for its students. This policy offers assistance to employees to pursue lifelong learning at the College.
2. Full-time, term specific, part-time employees, retirees and current Student Association employees are eligible to register at a reduced rate in funded and non-funded courses. All registrations are subject to availability and restrictions as outlined by the Academic departments. Part-time employees who do not currently have a Temporary Employment Payroll Authorization but are expected to return to the College for the current or subsequent semester may provide Human Resources with approval from their most recent manager.

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3. The College reserves the right to limit the number of Algonquin current employees, retired employees, or Students' Association current full-time employees in any given course.
4. The costs of books and/or other course related materials/fees are to be borne by the employee or retiree.
5. The assignment of grades and the issuance of a transcript at the completion of the course(s) will follow normal College procedures.

PROCEDURE

| <u>Action</u> | <u>Responsibility</u> |
|---|------------------------|
| 1. As part of the Annual Curriculum Review, notify the Registrar's Office of any non-funded courses excluded from being offered at a reduced rate to those indicated in #2 above. Update the exceptions on the Student Information System. | Academic Administrator |
| 2. Pay reduced fees and register in selected course, subject to availability. Required evidence of eligibility for registration includes: <ul style="list-style-type: none">• Full time employees - Employee Identification card• Part-time employees – As confirmed by Human Resources verifying eligibility• Retired employees – Proof of Retirement Status• Students' Association employees – Proof of employment | Employee/Retiree |
| 3. In accordance with the Canada Revenue Agency Income Tax Act, the College is required to ensure that the unpaid portion of the tuition cost for the course is included in the employee's income as a taxable benefit. The College's Finance Department (Payroll) will deduct the applicable taxes from the employee's pay upon receipt of notice from the Registrar's Office of the course enrollment. Exemptions from this requirement are any course(s) that assists in maintaining or upgrading employment-related skills and is therefore considered to benefit the College. In these cases, complete the Taxable Waiver Benefit Form (Appendix A). Once completed, submit to the Finance Office (Payroll). | Employee |

SUPPORTING DOCUMENTATION

Appendix A [Taxable Waiver Benefit Form](#)

RELATED POLICIES

HR 02 Professional Development Leave
HR 04 Tuition Assistance – Degree Completion

RELATED MATERIALS

None

Taxable Waiver Benefit Form

Please complete this Form if registering for courses eligible under policy HR03: Tuition Assistance – Algonquin College Courses, and meet the criteria as outlined in the policy. Please note that, in accordance with the Canada Revenue Agency Income Tax Act, the College is required to ensure that the unpaid portion of the tuition cost for the course is included in the employee’s income as a taxable benefit. The College’s Finance Department (Payroll) will deduct the applicable taxes from the employee’s pay upon receipt of notice from the Registrar’s Office of the course enrollment if the course is not eligible or the employee does not complete this form.

Please forward this completed Form to the Finance Department (Payroll) at payroll@algonquincollege.com or in person to Finance Department, C Building, 5th Floor.

| Employee Authorization | |
|--|---|
| Employee Name: (print) | Employee ID: |
| Course Code: | Term of Course: |
| Course Name: | Location of Course: (campus or online) |
| Employee status at Course start Date: | Full Time Part Time |
| Is this course part of a diploma/degree/certificate program for the employee: (if yes, please specify) | |
| Employee Signature: | |

| Manager Authorization | |
|---|--------------------|
| Manager Name: (print) | Manager Job Title: |
| Department/Faculty: | |
| Supporting Rationale of how the course benefits Algonquin College: | |
| I agree that the course noted above is being taken for the maintenance of skills/qualifications or upgrading of skills/qualifications of the employee and completion of this course will benefit the College. | |
| Manager Signature: | |
| Date: | |