PURPOSE
To provide professors and other College employees with support in acquiring degrees at the bachelor’s, master’s and doctoral level at postsecondary institutions to better serve the needs of the students, the strategic directions of the College, and to assist employees in achieving their professional development goals.

SCOPE
All permanent, full-time employees excluding those on probation

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Any employee of Algonquin College who supervises staff.</td>
</tr>
<tr>
<td>Academic Administrator</td>
<td>Program Chair, Academic Manager, Course Chair or Dean</td>
</tr>
<tr>
<td>Degree Reimbursement</td>
<td>Committee established to review applications for support for further degree level education.</td>
</tr>
</tbody>
</table>

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 obtain degree level credentials appropriate to their work at the College.

2. The College will provide reimbursement of tuition fees paid to an accredited postsecondary institution by employees to acquire additional credentials in support of their professional development plan and the College’s staffing needs. Consideration may be given to other studies at the postsecondary level.
3. The degree program chosen by employees must align with the College’s strategic direction and goals and be consistent with the employees’ professional development plans.

4. The participation of employees in a degree program will not interfere with the regular operations of the College.

5. Tuition fee reimbursement will be considered only for the successful completion of pre-approved courses leading to a degree at an accredited postsecondary institution, as approved by the Tuition Assistance - Degree Completion Committee.

6. The maximum amount the College will reimburse employees for tuition fees in Canadian funds is as follows:
   - Bachelor’s degree: $5,000
   - Master’s degree: $10,000
   - Doctoral degree: $20,000

7. Each eligible employee will be entitled to a tuition fee reimbursement equal to 50% of the tuition paid per pre-approved course, or semester if studying full time, subject to the maximums identified in #6.
   a. Reimbursement will occur upon receipt of ‘successful completion’ of a Bachelor’s and Master’s Degree Course.
   b. Reimbursement will occur upon receipt of ‘successful completion’ of a Doctoral Degree course or ‘proof of registration’ if undergoing dissertation/thesis stage of the post graduate program.

8. Over the span of their employment at the College, employees are eligible for a maximum lifetime degree tuition fee reimbursement of $30,000.

9. Those previously approved for tuition reimbursement prior to March 31, 2010 will continue to receive financial support.

10. In order to be eligible for tuition fee reimbursement, employees are required to provide proof of successful completion of their pre-approved course(s). Those who are not successful must reapply for tuition funding reimbursement as outlined in #13 and #14 below.

11. Upon completion of the degree, employees are required to work at the College for a period of two years for each credential obtained, failing which they shall repay the College 50% of tuition reimbursement received.

12. The number of applications for tuition fee reimbursement approved on an annual basis will be subject to the resources available.

13. Applications for tuition fee reimbursement are to be submitted annually on March 30 to Human Resources attention: Daphne Thomson, Executive Assistant, VP office, as outlined on the Application Form (Appendix 1).
14. The Tuition Assistance - Degree Completion Committee is composed of three members: the Vice President, Human Resources, as chair; Dean, Academic Development and one Academic Chair. Based on the criteria found in #16, the Committee will meet and approve the employees who are to receive a tuition fee reimbursement.

15. If there are more requests received in a given year than funds available, preference will be given to employees previously approved who are continuing their studies.

16. The Tuition Assistance - Degree Completion Committee will approve employees to receive tuition fee reimbursement using the following criteria:

   a. The proposed degree program of study must align with the College’s strategic direction and goals. Preference will be given to activities which enhance college programs and services on a long-term basis.
   b. The proposed program of study must be directly related to the employee’s current position, program, and department.
   c. Preference will be given to applications that represent areas of critical need specific to the objectives of the strategic direction of the College.

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

18. Taxable benefits are determined according to Canada Revenue Agency rules and regulations.

19. All concerns are to be referred to the Tuition Assistance - Degree Completion Committee through the Vice President, Human Resources (attention: Daphne Thomson, Executive Assistant).

20. Any exception to this policy requires the approval of the President.

**PROCEDURE**

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete the Application Form (Appendix 1) for Tuition Assistance</td>
<td>Employee</td>
</tr>
<tr>
<td>– Degree Completion. Submit an application annually on March 30 for</td>
<td></td>
</tr>
<tr>
<td>programs of more than one year in duration.</td>
<td></td>
</tr>
<tr>
<td>2. Forward the Application Form to the Supervisor for approval</td>
<td>Employee</td>
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<tr>
<td>– at least one week before the submission due date.</td>
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<tr>
<td>3. Review and approve request and return to the employee within</td>
<td>Supervisor</td>
</tr>
<tr>
<td>– three(3) working days or indicate to the employee the reasons the</td>
<td></td>
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<tr>
<td>– application is not supported.</td>
<td></td>
</tr>
<tr>
<td>4. Submit the approved Tuition Assistance – Degree Completion</td>
<td>Employee</td>
</tr>
<tr>
<td>– Application Form (Appendix 1) to **Daphne Thomson, Executive</td>
<td></td>
</tr>
<tr>
<td>– Assistant, VP, Human Resources** for consideration by the Tuition</td>
<td></td>
</tr>
<tr>
<td>– Assistance - Degree Completion Committee as outlined in Appendix 1.</td>
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</tr>
</tbody>
</table>
5. Review each application received in relation to established selection criteria.  
   Tuition Assistance - Degree Completion Committee

6. Inform the applicants of the results of the review of the application by the Tuition Assistance – Degree Completion Committee.  
   Chair, Tuition Assistance - Degree Completion Committee

7. Submit the tuition receipt and proof of successful completion (see Appendix 2) of each course to the supervisor for submission to Human Resources to the attention of Daphne Thomson, Executive Assistant, within three months of course(s)/semester completion for reimbursement.  
   Employee

SUPPORTING DOCUMENTATION
Appendix 1  Tuition Assistance - Degree Completion Application Form
Appendix 2  Tuition Assistance – Reimbursement Form

RELATED POLICIES
HR02  Professional Development Leave
HR03  Tuition Assistance – Algonquin College Courses

RELATED MATERIALS
None
TUITION ASSISTANCE - DEGREE COMPLETION
APPLICATION FORM

Before completing this application, it is recommended that you review the guidelines of Policy HR 04 Tuition Assistance - Degree Completion. Please submit the original application form and the required attachments to: Human Resources, Attention: Daphne Thomson, Executive Assistant, VP’s office on March 30.

Applications will be approved based on available funds. Priority will be given to applications previously funded for approved degree studies. New applications will be assessed based on the goals and outcomes of the program chosen by the employee and their alignment with the strategic goals of the College.

### EMPLOYEE AND PROGRAM OF STUDY INFORMATION

<table>
<thead>
<tr>
<th>ADMINISTRATION</th>
<th>FACULTY</th>
<th>SUPPORT STAFF</th>
</tr>
</thead>
</table>

- **NAME:** ____________________________ New Application _____ Continuation of Studies ______
- **POSITION:** ________________________
- **EMPLOYEE NUMBER:** __________________
- **IMMEDIATE SUPERVISOR:** ______________
- **DEPARTMENT/SCHOOL:** ________________
- **CAMPUS and PHONE:** __________________
- **EMAIL:** __________________________

### PROGRAM INFORMATION - Please ensure all fields are completed accurately:

- **OBJECTIVE:** CAREER DEVELOPMENT _______ JOB RELATED _______ OTHER _______
- **DOCTORATE _______ MASTER’S _______ BACHELOR’S _____________
- **PROGRAM OF STUDY:** ____________________________
- **ACCREDITED INSTITUTION:** ________________________
- **PROGRAM STARTS:** YEAR _______ FALL _______ SUMMER _______ WINTER _______
- **EXPECTED COMPLETION DATE (YEAR & SEMESTER):** _______________________
- **TUITION FEES FOR THE CURRENT FISCAL YEAR (APRIL 1 to March 31):** $ _____________
- **TOTAL TUITION FEES (for completion of program):** $ _____________

Please attach the following 2 pieces of information with this Application Form:

Copies of the calendar outline describing your program and course description(s) with learning outcomes
1. Why do you wish to take this course/program?

2. How does this course/program specifically align with the strategic directions of Algonquin College and your School/Department?

3. How will this course/program enhance your ability to fulfill your professional responsibilities and professional development goals?

4. How will taking this course/program contribute to Algonquin’s goal of enhancing student learning and success?

5. What other benefits will accrue to the College?

6. If there is a similar course/program offered at Algonquin, please explain why you are applying to take this course at another institution.

I have read the Algonquin College Tuition Assistance – Degree Policy and, further, certify that I meet all of the eligibility requirements.

________________________________  ______________________________
Applicant Signature    Date

________________________________  _______________________________
Manager Name & Signature   Date
(applications will not be considered until signed by Manager)

Thank you for your application!
HR 04 : Appendix 2
Tuition Assistance – Reimbursement Form

NAME _______________________________ EMPLOYEE # ___________________

PROGRAM OF STUDY_________________________________________________________________

EDUCATIONAL INSTITUTION___________________________________________________________

APPROVAL FOR REIMBURSEMENT START_____________________________________________

This application is for reimbursement for course(s) taken during the Semester indicated below:

<table>
<thead>
<tr>
<th>Course(s) Name</th>
<th>Semester/Year</th>
<th>Final Mark</th>
<th>Tuition Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Please attach and return an official receipt of tuition fees paid, and a copy of a transcript or other official documentation showing the grade report for the completed course(s) to Human Resources attention:
Daphne Thomson, Executive Assistant, VP’s office: Room C426.

Note: Reimbursement will not proceed without this documentation.

I verify that all information provided is true and complete. I agree to be governed by the rules and regulations of Algonquin College’s HR04 Tuition Assistance, Degree Completion Policy, and that I am aware the Policy is available on the College’s Intranet or from Human Resources.

________________________________             _______________________________________
Employee Signature     Date

Finance and Human Resources Use Only

Reimbursement Amount___________   Budget Code _____ – Professional Development Reimbursement

________________________________                _____________________________________
Vice President, Human Resources   Date

Date Sent to Payroll ____________   Date Processed________________________