

HR 04 Tuition Assistance – Degree Completion

Classification:	Human Resources
Responsible Authority:	Director, People and Culture
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Executive team
Date First Approved:	2010-10-27
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PURPOSE

To provide College employees with support in acquiring degrees at the bachelor's, master's and doctoral levels at recognized 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

Word/Term	Definition
Academic Administrator	Manager, Academic Chair, Dean or Director.
Supervisor	Any employee of Algonquin College who supervises employees.
Tuition Assistance - Degree Completion Reimbursement Working Group	Working Group established to review applications for tuition assistance as per this policy.

POLICY

1. Algonquin College is committed to providing and supporting the ongoing professional learning and development of its employees to ensure the best possible learning experience for its students. To ensure that employees have the tools and knowledge required to achieve the strategic directions of the College, and to assist employees in achieving their professional development goals. 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 these additional credentials.

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 for tuition fees *only* for the successful completion of courses leading to a pre-approved degree at a recognized postsecondary institution, as approved by the Tuition Assistance - Degree Completion Working Group.
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 fees only, paid per course in a pre-approved program subject to the maximums identified at paragraph 6.
 - a. Reimbursement will occur upon receipt of successful completion of a course in a pre-approved Bachelor's or Master's program of study.
 - b. Reimbursement will occur upon receipt of successful completion of a course in a pre-approved Doctoral Degree program or proof of registration if undergoing the dissertation/thesis stage of the post graduate program.
8. Over the span of their employment at the College, employees are eligible for one approved application to the maximum for the credential listed at paragraph 6.
9. Those approved for tuition reimbursement will remain in the tuition assistance program and continue to be reimbursed until their allocated funds are depleted OR five (5) years for a Bachelor's degree or a Master's degree or eight (8) years for a Doctoral degree, whichever comes first. This is dependent upon availability of funds in the program.
10. In order to be eligible for tuition fee reimbursement, employees are required to provide proof of successful completion of the course(s) in their pre-approved program of study.
11. Upon completion of the credential, employees are required to work at the College for a period of two (2) years, failing which they shall repay the College 50% of tuition reimbursement received.
12. The number of new applications for tuition assistance approved on an annual basis will be subject to the resources available. Applications will be vetted and approved based upon the criteria at paragraph 15. Preference will be given to employees previously approved who are continuing their studies.
13. New applications for tuition fee reimbursement are to be submitted annually by the deadline of March 31 to Human Resources via the [Human Resources website](#).

14. The Tuition Assistance - Degree Completion Working Group is composed of three members: the Director, People and Culture, as chair; Dean, Academic Development, Manager, Centre for Organizational Learning and the Associate Director, Student Support Services. Based on the criteria found at paragraph 16, the Working Group will meet and approve the employees who are to receive a tuition fee reimbursement.
15. The Tuition Assistance - Degree Completion Working Group 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 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.
16. Funds are normally reserved for those applicants who do not receive financial support from other College funds.
17. Taxable benefits are determined according to Canada Revenue Agency rules and regulations.
18. All questions/concerns are to be referred to the Tuition Assistance - Degree Completion Working Group through the [Human Resources website](#).
19. Any exception to this policy requires the approval of the President of the College.

PROCEDURE

	<u>Action</u>	<u>Responsibility</u>
1.	Formal call to College community for expression of interest in tuition assistance. Once annually.	Human Resources
2.	Complete the online Application Form for Tuition Assistance – Degree Completion .	Employee
3.	Submit the completed Application Form to Human Resources by the deadline of March 31 for consideration by the Tuition Assistance - Degree Completion Working Group.	Employee
4.	Review each application received in relation to established selection criteria.	Tuition Assistance - Degree Completion Working Group
5.	Inform the applicants of the results of the review of the application by the Tuition Assistance – Degree Completion Working Group by April 30.	Chair, Tuition Assistance - Degree Completion Working Group

6. Complete the online form and submit the tuition receipt and proof of successful completion of each course(s) to Human Resources within **three months of the completion of the course(s)** for reimbursement. Employee

SUPPORTING DOCUMENTATION

For application and reimbursement processes, refer to the [Human Resources website](#).

RELATED POLICIES

HR02 Professional Development Leave
HR03 Tuition Assistance – Algonquin College Courses

RELATED MATERIALS

None