

## Policy HR03: Tuition Assistance – Algonquin College Courses

### Background

HR03	Tuition Assistance – Algonquin College Courses
Classification	Human Resources
Responsible Authority	Senior Manager, Total Compensation
Executive Sponsor	Vice President, Human Resources
Approval Authority	ACET (Algonquin College Executive Team)
Date First Approved	2010-10-27
Date Last Reviewed	2023-04-04
Date to Complete Next Mandatory Review	2028-04-04

### Purpose

Understanding that Professional Development is a shared responsibility between the College and the employee, the purpose of this policy is to provide employees with financial support in the pursuit of learning at the College and to assist employees in achieving their professional development and personal goals.

### Scope

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

## Definitions

Business Term	Definition
Funded Course	Funded by the Ministry as confirmed by the Registrar's Office
Manager	A Manager is 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 and to ensure the best possible learning experience for its students. This policy aids employees in the pursuit of lifelong learning at the college by the offering of reduced tuition rates.
2. Full-time staff, regular part-time support staff, term specific academic and administrative 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.
3. An employee who is interested in registering for a course and wishes to receive a financial benefit from the policy is able to follow the enrolment process identified on Algonquin's website:  
<https://www.algonquincollege.com/pd/enrolment-process-for-ac-programs-and-courses/>
4. The College reserves the right to limit the number of policy participants in any given course.
5. The costs of books and/or other course related materials/fees are to be borne by the employee or retiree.
6. The costs of international fees are to be borne by the employee and are not considered to be part of this policy. Any benefit to be obtained through this policy will be limited to the maximum reimbursement for a non-international participant.
7. The assignment of grades and the issuance of a transcript at the completion of the course(s) will follow normal College procedures.

8. The unpaid portion of the tuition cost will be included in the employee's income as a taxable benefit unless an exemption has been approved through the process outlined in this Policy.

**Procedure**

	Action	Responsibility
1.	The Registrar’s Office will have a list of any non-funded courses excluded from being offered at a reduced rate to those indicated in #1 above.	Registrar's Office
2.	<p>Pay reduced fees and register in selected course, subject to availability. Required evidence of eligibility for registration includes:</p> <p style="padding-left: 40px;">Full time employees - Employee Identification card</p> <p style="padding-left: 40px;">Part-time employees – As confirmed by Human Resources verifying eligibility</p> <p style="padding-left: 40px;">Retired employees – Proof of Retirement Status</p> <p style="padding-left: 40px;">Students’ Association employees – Proof of employment</p>	Employee/Retiree
3.	<p>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 <a href="#">Taxable Waiver Benefit Form</a>. Once completed, submit to the Finance Office (Payroll).</p>	Employee

## **Related Materials**

Enrolment Process:

<https://www.algonquincollege.com/pd/enrolment-process-for-ac-programs-and-courses/>

Taxable Waiver Benefit Form: <https://www.algonquincollege.com/hr/files/2017/09/HR03-Tuition-Assistance-Appendix-A-form-RHBHS-1.pdf>