

HR 17 Partial Tuition Fee Reimbursement for Dependents of Full-time Employees

Classification:	Human Resources
Responsible Authority:	Senior Manager, Total Compensation
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To partially reimburse tuition fees for dependents of full-time employees completing qualifying studies at Algonquin College.

SCOPE

Full-time employees

DEFINITIONS

Word/Term	Definition
Eligible employees	Full-time academic, administrative and support employees of the College, at the beginning of the applicable term. Employees on sabbatical leave, leave of absence without pay, leave of absence with pay, and long-term disability are also included.
Dependent	Refers to the dependent child and spouse/partner as defined in the College’s employee benefits plan at the beginning of the applicable term.
Eligible portion of tuition fees	Basic post-secondary regulated tuition fees paid for the applicable term less a \$100 administrative fee and any other administrative costs associated with offering this benefit. Ancillary fees will not be reimbursed. <i>Note: Many programs have “deregulated tuition” fees in excess of the standard Post-Secondary tuition. Employees with dependents are eligible for the regular Post-Secondary tuition amount reimbursement only, less the \$100 administrative fee as outlined in Appendix 1.</i>
Qualifying studies	Full-time studies at the College in a Ministry-funded program as of the audit date of the respective term and students registered with the Centre for Students with Disabilities with a disability carrying a reduced course load (between 40-60%) as an accommodation.
Good Standing	Student’s tuition and ancillary fees are paid up to date

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POLICY

1. The student will register in the program and pay the tuition and ancillary fees in accordance with College requirements.
2. To qualify for a tuition reimbursement, the employee will apply to Human Resources, completing the *Employee's Application for Partial Reimbursement of Tuition Fees* form and the *Authorization for Release of Student Information* form. See Appendix 1 identifying the application deadlines. Applications received after that date may be granted inclusion by the Vice President, Human Resources but applications will not be considered after the end date of the applicable term(s).
3. At the enrolment audit date, the Registrar's Office will verify the student's eligibility with respect to enrolment and ensure that the student's account is in good standing. The Finance Department will reimburse the student with the eligible partial tuition amount.
4. The amount reimbursed to the student will be reported as taxable income and a T4A will be issued to the student in the period in which it is reimbursed.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Complete the Employee's Application for Partial Reimbursement of Tuition Fees form and the Authorization for Release of Student Information form. See Appendix 1 identifying the application deadlines. Submit forms to Human Resources.	Eligible employee
2. Confirm the eligibility of the employee and the student and notify the Registrar's Office by forwarding the completed forms.	Human Resources
3. Verify the student's status at audit date and ensure that the student's account is in good standing. Registrar Audit Dates are November 1 st for Fall Semester, March 1 st for Winter Semester and June 30 th for Spring Semester.	Registrar's Office
4. Calculate the amount eligible for tuition reimbursement and the Finance Department will reimburse this amount to the student.	Registrar's Office Finance Department
5. Report the amount reimbursed to the student as taxable income and issue a T4A to the student in the period in which it is reimbursed.	Finance Department

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SUPPORTING DOCUMENTATION

Appendix 1 Forms referenced in this policy.
 Application submission deadline dates referenced in this policy.
 Partial Reimbursement "Sample" Fee Chart

RELATED POLICIES

AA08 Course Load
AA11 Registration
AA15 College Credentials
SA06 Fees

RELATED MATERIALS

[Tuition and Fees Estimator](#)

HR 17: APPENDIX 1

FORMS REFERENCED IN THIS POLICY

The forms *Employee's Application for Partial Reimbursement of Tuition Fees* and *Authorization for Release of Student Information* can be found on the [Human Resources website under HR Forms/Tuition Reimbursement Forms](#).

Application Deadlines	
Fall Semester	September 23
Winter Semester	January 23
Spring Semester	May 23

Enrolment Audit Dates	
Fall Semester	November 1
Winter Semester	March 1
Spring Semester	June 30

"Sample" Fee Chart

as of September 2021

1. Regular Post-Secondary tuition portion of fees paid for applicable term less a \$100 administration fee.
2. Ancillary fees will not be reimbursed.
3. Tuition fees are adjusted on an annual basis.

Program Name	Program Type	Total Tuition Fee Per Term	Reimbursement to Dependent per Term
Business-Accounting	Regular Post-Secondary	\$1361.29	\$1261.29
Advanced Care Paramedic	Graduate Certificate (High Demand)	\$5213.29	\$1261.29
Graphic Design	(High Demand)	\$2762.62	\$1261.29
Business Administration Human Resources	Regular Post-Secondary	\$1361.29	\$1261.29
Heating, Refrigeration and Air Conditioning Technician (45 weeks)	Non-Semester Diploma Program (NSDP)	\$1815.05	\$1715.05