



HUMAN RESOURCES POLICIES

Section No.

II

Policy No.

5

Title:

TUITION REFUND

Applies to:

All Employees

Revision Date:

September 2006

Operating Principle:

The Region supports employees in their professional and career development through financial assistance in the form of tuition refund for job and career related courses.

Definitions:

- **Job-Related Courses** have direct application to an employee's current job responsibilities, or any course taken as part of a degree that is required for the existing job or the next logical job in the departmental structure.
- **Career-Related Courses** are not directly related to the existing job but are part of the employee's anticipated career plan within the Corporation.

Job-Related Courses:

- Approval of job-related courses is at the discretion of the department, subject to:
 1. the applicability of the particular course;
 2. the availability of reimbursement funding;
 3. the ability of the department to permit the employee time off, if necessary, to take the course
- Approved courses are subsidized through the applicable department's budget at the rate of 100% for tuition, registration, administration fees and examination fees. Other related expenses including course materials, books and other supplies, are not eligible for reimbursement. Travel expenses are not covered unless they fall within the **Mileage Allowance policy (III-10)**. To qualify for reimbursement, the employee must provide proof that the course has been successfully completed.



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Career-Related Courses:

- Career related courses are approved and funded through Human Resources. However, attendance during work hours at such courses is at the discretion of the employee's department. Tuition fees, including registration, administration, and examination fees are subsidized at the rate of 50%, up to a maximum of \$400.00 per course, following proof of successful course completion. Other expenses such as travel, course materials, books and other supplies are not covered. This fund will be accessed on a first-come, first-serve basis throughout the year until the fund has been depleted. Any balance remaining in the fund at the end of the year will be used to assist with outstanding job-related requests where the department can demonstrate an inability to subsidize through its own budget.
- Employees may be reimbursed for a maximum of 2 career-related courses in any calendar year.

Tuition Refund For Temporary Full-Time And Part-Time Employees:

- Temporary Full-time employees are eligible for tuition refund only if their employment exceeds one year and they are still employees of the Region at the time of reimbursement.
- Part-time employees working regular part-time hours may apply for programs covered by tuition refund. Approved requests will be funded on a pro-rated basis.

Applications And Claims:

- Instructions and forms for the Tuition Refund program may be accessed via the Intranet or requested from Human Resources.
- To be considered for tuition refund an **"Application for Regional Sponsorship of an Education Course"** must be submitted by the employee prior to commencement of the course. Applications for job-related courses should be sent directly to Finance - Treasury Services following approval by the employee's supervisor and department head. Career-related applications should be sent to Human Resources for approval.



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- To claim reimbursement, the employee must submit a **Tuition Claim Form** within six months of completion of the course:
 - For job-related courses, the claim form is submitted directly to Finance and must be accompanied by the original receipt.
 - For career-related courses, the claim form is submitted directly to Human Resources, with a photocopy of the receipt, for approval by the **Director, Employee and Organizational Effectiveness**. The original receipt should be retained by the employee for income tax purposes. Effective January 1, 2004, only the portion of tuition **not** reimbursed by the Region may be claimed on the employee's income tax return.

- An employee whose employment with the Region terminates within two years of completing a subsidized program will normally be required to reimburse the Region for tuition refund received for that course on a pro-rated basis. (i.e. The repayable portion of the grant will be equivalent to the percentage of the two years that the employee is not in the Region's employment.)

- If the terms of a collective agreement differ from those stipulated by this policy, the collective agreement will apply.

SEE ALSO:

- Applicable Collective Agreement
- Application for Regional Sponsorship of an Educational Course Form (HR20)
- Mileage Allowance Policy (III-10)
- Tuition Claim Form (HR21)
- VEO Tuition Claim Form (HR 45)

FOR FURTHER INFORMATION PLEASE CONTACT:

- Director, Employee and Organizational Effectiveness,
Human Resources Department