

<b>Procedure Title:</b>	Fleming Tuition Subsidy
<b>Procedure ID:</b>	#OP 3-346A
<b>Manual Classification:</b>	Section 3 – Human Resources
<b>Linked to Policy:</b>	#3-346 Employee Learning & Development
<b>Approved by Senior Management Team (SMT):</b>	October 2023
<b>Effective Date:</b>	January 2024
<b>Next Review Date:</b>	2027
<b>Contact for Procedure Interpretation:</b>	Vice-President, Organizational Effectiveness and Human Resources

## **1.0 – Purpose**

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The purpose of this procedure (the “**Procedure**”) is to set out instructions for the administration of the tuition subsidy available to the College’s Eligible Employees. Tuition subsidy refers to the opportunity for Eligible Employees to take Fleming College programs or courses funded by the Ministry of Colleges and Universities (“Ministry-funded”), or other programs or courses as mutually agreed, on their own time for a tuition fee of not more than \$20.00 per course.

Terms not defined in this Procedure have the same meaning found in its linked [College Policy 3-346 Employee Learning & Development Policy](#).

## **2.0 – Definitions and Acronyms**

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Capitalized terms not defined in this Procedure have the same meaning found in its linked Policy.

## **3.0 – Scope**

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In the case of this Procedure, Eligible Employees include:

- regular full-time and regular part-time administrators,
- regular full-time and regular part-time support staff,
- regular full-time academic employees,
- partial-load faculty under contract, and
- part-time/sessional faculty who have been employed at the College for at least four consecutive months in the previous 12-month period and are actively working during the period of the course.

Student employees are not eligible for this program.

## 4.0 – Procedure

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### General Principles

- a) Eligible Employees may enroll in an eligible Ministry-funded program or course offered by Fleming College for a tuition fee of \$20.00 per course.
- b) Eligible programs or courses are those that are funded by the Ministry of Colleges and Universities, are offered at standard domestic tuition rates, and exclude waitlisted programs.
- c) Full fees are required for other non-funded courses, workshops, and seminars, which may be eligible for consideration as Professional Development.
- d) Employees are responsible for the cost of textbooks, consumable supplies, or materials, and the Embanet fee for Ontario Learn courses.
- e) Eligible employees are required to complete courses outside of regular working hours.
- f) Canada Revenue Agency guidelines relative to taxable benefits and tuition reimbursement change from time to time and it is the employee's responsibility to understand their personal tax implications.
- g) Employees are not eligible for Fleming Tuition Subsidy for the same course more than once.

## 5.0 – Related Documents

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- College Policy #3-346 Employee Learning & Development
- Academic Employees Collective Agreement (Article 12, Tuition Subsidy)
- Support Staff Collective Agreement (Article 9.4, Tuition Fees)
- Part-Time Support Staff Collective Agreement (Article 12.3, Tuition Fees)
- Fleming Tuition Subsidy Application Form #3-346A-01

## 6.0 – History of Amendments & Reviews

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<b>Date</b>	<b>Action</b>
April 2022	Original Approved, replaced 2-209 Staff Tuition Fees
October 2022	Reviewed and updated