

**Tuition Waiver for Dependent Children Program
Procedure
February, 2017**

Purpose

Fleming College plays a strong role in the post-secondary education system and contributes to the prosperity of its local communities. This program aims to engage employees and support Fleming enrolment by providing tuition assistance to dependent children of full-time employees of the College. It is also an effort to encourage those students to complete their post-secondary studies in their home communities.

The Tuition Assistance for Dependent Children Program establishes a framework whereby eligible children may qualify for tuition assistance for academic programs taken at Fleming College, subject to the guidelines below.

Scope and Eligibility

For the purposes of this program, the following definitions will apply:

Employee: An individual employed by Fleming College on a permanent full-time basis who has completed their probationary period and is actively at work, or on one of the following leaves of absence: sabbatical; unpaid; parental; short-term disability.

Dependent Child: A dependent child of a full-time Fleming College employee, as defined in the College's employee benefits plan (currently SunLife) as of the beginning of the applicable academic term. Dependent child must be enrolled in an eligible post-secondary program at Fleming College.

Program Eligibility: This program applies to full-time post-secondary studies delivered at Fleming College in a MAESD funded program (as of the audit date of the respective term) that results in a diploma, certificate or degree. (BScN eligibility and process still to be defined)

The portion of any collaborative program when students register with Fleming College is included in this program, however, portions when students are registered with partner colleges or universities are excluded.

This program excludes apprenticeship, continuing education certificates or any course or program where the applicant is not required to pay a tuition fee.

Admission Requirements: Dependent child must apply for admission through the regular admission process (no preferred admission status). They must meet all admission requirements and have received notification of acceptance to their program in the semester for which they are seeking assistance.

Amount of Assistance: Will be limited to a standard domestic tuition amount less the portion attributable to the tuition fee set-aside. Other fees such as ancillary, activity, lab, supplies or books are not eligible for assistance under this program. The tuition amount cannot exceed the actual amount charged by the College

Maximum Assistance: The lifetime maximum of assistance per dependent child is six semesters of study in full-time Ministry of Advanced Education and Skills Development (MAESD) funded post-secondary programs, regardless of whether the child is a dependent of more than one full time employee.

Academic Success: Student success is an important part of continued eligibility. Student success will be reviewed at the end of each academic year. Students will be expected to meet all necessary academic standards as per Fleming College Academic Regulations. Should the student not meet the requirements, they will be placed on probation for a period of one academic year. Should they remain unsuccessful after the academic year, they will no longer be eligible for continued assistance (waiver).

End of Assistance: If parent is no longer employed full-time by the College, this assistance will cease at the end of the semester in which the employee's employment ended. If the dependent reaches the age limit specified by the employee benefits plan, this assistance will cease at the end of the semester when that age limit is reached.

Withdrawal/Refund: Withdrawals are subject to the standard Fleming College withdrawal fee.

Students with Disabilities

For the purposes of this program, we borrow from the definition of disability used by OSAP, which states that a disability is defined as a functional limitation caused by a physical or mental impairment and restricts the student's ability to perform the daily activities necessary to participate in post-secondary studies or in the labour force.

Types of disabilities include:

- (e.g) learning disabilities (dyslexia, dysgraphia, etc.)
- (e.g) attention deficit disorder, attention deficit/hyperactivity disorder

- (e.g) autism spectrum disorders, Asperger Syndrome
- (e.g) intellectual disabilities (mild intellectual disability, developmental delay, Down's Syndrome)
- (e.g) mental health disabilities (depression, anxiety, schizophrenia)
- (e.g) medical disabilities (chronic pain, brain injuries, seizure disorders)
- (e.g) mobility impairments (paraplegia, muscular atrophy)
- (e.g) blind, low vision
- (e.g) Deaf, oral deaf, deafened, hard-of-hearing

If a student with a disability needs to take a reduced course load as a disability accommodation, she/he is still eligible for this program provided she/he meets with a Fleming counsellor and follows the college's procedures for reduced course load accommodations (i.e., following an Educational Plan).

Students with disabilities are only required to disclose their disability to the college if they are seeking accommodation. For the purposes of this program, the only accommodation relevant to the program is a reduced course load. Any other accommodations needed (such as extra time for tests, assistive technology), are separate from this program, and arranged by the student and her/his counsellor.

Other:

Students applying for OSAP assistance are required to disclose their eligibility for tuition assistance under this program on their OSAP application. Students receiving assistance will be issued a T4A slip as required by the Canada Revenue Agency.

Policies related to any provincial or federal funding program supersede this program.

Procedure

1. Once dependent is accepted into a Fleming academic program they complete a Tuition Waiver for Dependent Children form and submit it to Human Resources. If the student withdraws from one program and is accepted into another, this form must be re-submitted.
2. Human Resources will verify the employment status of the employee prior to the start of the semester into which the dependent has been accepted, as well as the eligibility of the dependent child for the employee benefit plan.
3. If eligibility is met, Human Resources will forward the form to the Registrar's Office.
4. The Registrar's Office will confirm registration and eligibility of programs/courses and what constitutes full-time program status.

5. If registration is confirmed Accounting will receive confirmation for recording of college sponsorship of the tuition (up to the maximum of basic post-secondary regulated tuition for the term). Accounting will record the amount of sponsorship and will issue a T4A slip to the dependent student in the appropriate taxation year. If registration cannot be confirmed, it will be noted on the form and the form will be returned to Human Resources. Human Resources will notify any student deemed not to be eligible for assistance under this program.
6. The student will pay all remaining fees such as ancillary, activity, lab fees etc. All fees must be paid by the established deadline date provided in the fee notification.
7. A separate application form must be submitted for each eligible term of study.
8. The Student will be provided with a copy of each completed Tuition Assistance for Dependent Children form indicating the total amount of the tuition sponsorship provided by the College.

Appeal Process: If a dependent child is notified of ineligibility for assistance/continued assistance under this program they can submit a written appeal to the Vice-President, Human Resources and Student Services (V-P, HR & SS) detailing the reasons and providing pertinent facts as to why the College should reconsider its decision. The deadline for appeal for the Fall and Winter semester application is June 30. A deadline of December 1 will apply to the summer semester. The V-P, HR & SS, in collaboration with the Register will review the request and the V-P, HR & SS will provide a written response of the decision with rationale within 15 days of the deadline for appeal.

The College reserves the right to limit access and/or to suspend the delivery of this program at any time.