Procedure Title:	Tuition Reimbursement
Procedure ID:	#OP 3-346B
Manual Classification:	Section 3 – Human Resources
Linked to Policy:	#3-346 Employee Learning & Development
Originally Approved:	February 2022
Approved by Senior Management Team (SMT):	October 2023
Effective Date:	January 2024
Next Review Date:	2027
Contact for Procedure Interpretation:	Vice-President, Organizational Effectiveness and Human Resources

1.0 – Purpose

The purpose of this procedure (the "**Procedure**") is to set out instructions for the administration of tuition reimbursement available to the College's Eligible Employees. Tuition reimbursement refers to the opportunity for Eligible Employees to acquire the College's financial support for a postsecondary certificate, diploma, or degree from an accredited institution and based on an evaluation component, outside of Fleming College.

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

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

3.0 – Scope

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, and
- regular full-time academic employees.

Senior Management Team may consider tuition reimbursement for partial load, part-time or sessional academic employees, less than full time administrators, and casual or temporary part time support staff on an exception basis.
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4.0 – Procedure

4.1 General Principles

a) Financial support is only available to Eligible Employees for certificates, diploma programs, and degrees that are:
- Relevant to the employee's ongoing development; and/or
- Where the skills and/or knowledge to be acquired provide a demonstrable benefit to Fleming students in the short-term; and/or
- Where the skills and/or knowledge to be acquired fill a gap in the College's capability to meet current and/or emerging strategic and operational needs.

b) The Fleming Senior Management Team (SMT) annually determines the total budget for tuition reimbursement and the strategic priorities for the year. Applications are reviewed within these parameters.

c) Program applications are reviewed by the Eligible Employee's manager and director, who recommend approval or decline (with reasons) to the SMT member.

d) If the SMT member agrees with an approval recommendation, they work with the VP, OEHR to recommend program approval to the full SMT for diploma and degree programs. The Eligible Employee's direct manager/supervisor will attend the SMT meeting to present their employee's application.

e) SMT members approve or decline certificate programs for their own area of responsibility. In this case, the SMT member also determines the level of reimbursement up to 50% of tuition and ancillary fees and may also identify an annual or program-based maximum dollar amount.

f) Program applications for diploma or degree programs are only considered to be approved and, therefore, eligible for financial reimbursement once they have approval from the full Senior Management Team. In this case, SMT determines the level of reimbursement up to 50% of tuition and ancillary fees and may also identify an annual or program-based maximum dollar amount.

g) When alternative sources of tuition support are available to an employee (i.e.: grants, bursaries, scholarships, etc.) reimbursement from Fleming College will be reduced when the aggregate of tuition support exceeds the amount of the total program cost. Proof of additional tuition support may be requested.

h) An employee's school/department cannot cover any fees related to the employee's studies from their school/department funds.

i) Eligible Employees must have an approved Program Application in place to qualify for reimbursement of any tuition and ancillary fees. Any courses or program components completed prior to receiving approval will not be eligible for reimbursement.

j) The College will only offer reimbursement for one semester of study at a time, up to a maximum of three courses.

k) Eligible employees are required to complete courses/programs outside of regular working hours.

l) All program applications are reviewed annually and financial support for a program may be withdrawn for employees performing below expectations, where an employee's position has changed and the program is no longer relevant to their role, when strategic and/or operational needs change, in times of fiscal restraint, or for other valid reasons. Where program approval is withdrawn, the employee will be eligible for the approved reimbursement for the course in which they are currently enrolled.

m) Eligible Employees will only be reimbursed upon provision of proof of successful completion of the course. Receipts for fees paid and a copy of the successful course/semester completion must be submitted within 6 months of the date of completion to be eligible for reimbursement.

n) Eligible Employees must be actively employed by the College, or on an approved leave, for the entire period of the course in order to qualify for reimbursement.

o) Eligible Employees who voluntarily leave the College, or are terminated for cause, within six months of completing a course for which they have been reimbursed are required to repay the reimbursed amount in full. Eligible employees who voluntarily leave the College, or are terminated for cause, between six and 12 months of completing a course for which they have been reimbursed are required to repay 50% of the reimbursed amount.

p) Program applications must be submitted to Human Resources in March and July of each year for SMT consideration. Application review outside of these timeframes will be addressed on an exceptional basis.

q) 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.

3.2 – Program Applicants: The Tuition Reimbursement – Program Application must include the following information

a) Details of the program, courses, educational outcome (i.e.: certificate, diploma, or degree), breakdown of costs, anticipated time to complete, brochure/outline, and evidence of accreditation.

b) Identification of any alternative source(s) of funding (i.e.: grants, bursaries, scholarships, etc.) available to the employee.

c) Alignment of the program with Fleming's Strategic Plan, the Academic Plan, and/or anticipated operational requirements (i.e.: value of the investment to the College).

d) Description of how the applicant employee intends to use the program in their work and the value to be created – a description of how the employee, Fleming College, and Fleming students will benefit.

5.0 – Related Documents

- Tuition Reimbursement – Program Application Form #3-346B-01
- Tuition Reimbursement – Reimbursement Application Form #3-346B-02
- College Policy #3-346 Employee Learning & Development
- Support Staff Collective Agreement (Article 9.1, Reimbursement for Tuition)
- Part-Time Support Staff Collective Agreement (Article 12.1, Reimbursement for Tuition)

6.0 – History of Amendments & Reviews

Date	Action
February 2022	Original Approved
October 2023	Reviewed and updated