



<b>Procedure Title:</b>	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 Development
<b>Approved by Senior Management Team:</b>	TBC
<b>Revision Date(s):</b>	Replaces #2-209 Staff Tuition Fees
<b>Effective Date:</b>	April 1, 2022 (TBC)
<b>Next Review Date:</b>	April 2027 (TBC)
<b>Contacts for Procedure Interpretation:</b>	Vice-President, Organizational Effectiveness and Human Resources Director, Equity, Diversity & Inclusion and Organizational Development

## **1.0 – Purpose**

---

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 the College’s Access to Information and Protection of Privacy Policy.

## **2.0 – Scope**

---

This procedure applies to all Eligible Employees, which in the case of this procedure includes:

- all post-probationary regular full-time and regular part-time employees
- partial-load faculty, 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.

## **2.0 – Procedure**

---

### **2.1 – 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 wait-listed 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) Courses must be taken on the employee's personal time, other than as agreed with their manager where operational needs can be met without interruption and flexibility can be provided within collective agreement provisions.
- 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 the tuition subsidy for the same course more than once.

### **3.0 – Related Documents**

---

- Tuition Subsidy Application Form #3-346-03
- College Policy #3-346 Employee 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)

### **4.0 – History of Amendments & Reviews**

---

Replaces Policy #2-209 Staff Tuition Fees dated September 4, 2013, September 2008, July 24, 2008, January 1993.