

Procedure Title:	Tuition Support
Procedure ID:	#OP 3-346B
Manual Classification:	Section 3 – Human Resources
Linked to Policy:	#3-346 Employee Development
Approved by Senior Management Team:	February 23, 2022
Revision Date(s):	N/A - New
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Contacts for Procedure Interpretation:	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 tuition support for programs outside of Fleming College for Eligible Employees.

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: non-probationary regular full-time and regular part-time employees seeking to acquire the College’s financial support for a post-secondary certificate, diploma, or degree from an accredited institution and based on an evaluation component.¹

Probationary employees may be deemed Eligible Employees on an exception basis where Tuition Support is included in their offer of employment with the prior approval of the College President. On an exception basis, the Executive Vice-President, Academic and Student Experience, may recommend tuition support for partial-load, part-time or sessional faculty for Senior Management Team consideration.

2.0 – Procedure

2.1 – General Principles

- a) Financial support is only available to Eligible Employees for certificates, diploma programs, and degrees that are:
 - i. Relevant to the employee’s ongoing development; and/or
 - ii. Where the skills and/or knowledge to be acquired provide a demonstrable benefit to Fleming students in the short-term; and/or
 - iii. 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.

¹ The Procedure becomes applicable to Support Staff on expiry of current collective agreements.

- b) The Fleming Senior Management Team (SMT) annually determines the total budget for Tuition Support 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.
- e) SMT members approve or decline certificate programs for their own area of responsibility.
- f) Program applications for diploma or degree programs are only considered to be approved and, therefore, eligible for financial support, once they have approval from the full Senior Management Team.
- g) SMT determines the level of support up to 50% of tuition and ancillary fees and may also identify an annual or program-based maximum dollar amount.
- h) Eligible Employees must have an approved program application in place to qualify for reimbursement of any tuition and ancillary fees.
- i) The College will only financially support one course per term/at a time other than on an exception basis with SMT approval.
- j) 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 support for the course in which they are currently enrolled.
- k) Eligible Employees will only be reimbursed upon provision of proof of successful completion of the course.
- l) 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.
- m) 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.
- n) Program applications are normally reviewed by SMT in May and October of each year but may be reviewed at other times as they are submitted.
- o) 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.
- p) Eligible employees considering a program through an accredited post-secondary institution outside of Ontario are limited to reimbursement at the comparable level of tuition/cost for an equivalent program in Ontario. The onus is on the applicant employee to provide Ontario-based comparators in order to be considered.

2.2 – Program Applications

- l) The Program Application must include the following information:
 - i. 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
 - ii. Identification of any alternative source of funding (e.g. bursaries) available to the

- employee and deducted from the eligible costs.
- iii. 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.
 - iv. 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.

3.0 – Related Documents

- College Policy #3-346 Employee Development
- Program Application Form #3-346-01
- Tuition Reimbursement Application Form #3-346-02

4.0 – History of Amendments & Reviews

N/A - New