

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. D17
	ORIGINATOR Department of Finance and Administrative Services	
	APPROVED BY President's Executive Committee	
TITLE Reimbursement of Tuition Fees for Dependent Children and Spouse/Partner of Full-time Algonquin College Employees	EFFECTIVE DATE 2008.05.05	REPLACES NEW

PREAMBLE

The policy to reimburse tuition fees for dependent children and the spouse/partner of full-time Algonquin College employees, for qualifying studies at Algonquin College, reflects our strategic commitment to our "People" as one of the fundamental pillars of the College.

POLICY

Algonquin College will reimburse eligible employees for the eligible tuition portion of fees for qualifying studies at Algonquin College by dependent children and/or spouse/partner.

DEFINITIONS

Eligible employees

Eligible employees are defined as full-time employees of Algonquin College, as of the beginning of the applicable term, and will also include those employees on sabbatical leave, leave of absence without pay, leave of absence with pay, and long-term disability.

Dependent child and spouse/partner

The definitions of dependent child and spouse/partner to be used are those defined in the College's employee benefits plan (currently with SunLife), as of the beginning of the applicable term.

Eligible tuition portion of fees

The eligible tuition portion of fees is the basic Post-Secondary regulated tuition portion of fees paid for the applicable term less a \$100 administrative fee which is to cover the tuition fee set-aside amount and administrative cost associated with offering this benefit. Ancillary fees will not be reimbursed.

Qualifying studies

Qualifying studies are defined as full-time studies at Algonquin College in a Ministry-funded program as of the audit date of the respective term.

PROCEDURES AND RESPONSIBILITIES

- The student will register and pay tuition and other applicable fees
(Note: Employee will have the option of using the payroll deduction plan for tuition payments)
- The employee will return the completed Employee's Application for Partial Reimbursement of Tuition Fees and the applicable Authorization for Release of Student Information, to Human Resources Services. The forms should be submitted within the first ten (10) days of the term. Applications will not be accepted after the end date of the respective term.
- Human Resources Services will confirm the eligibility of the employee and the student, and forward the forms to the Registrar's Office
- As at the enrolment audit date, the Registrar's Office will verify the student's eligibility with respect to enrolment and calculate the amount eligible for reimbursement, then forward the form to Payroll
- Payroll will verify tuition fees have been paid, and will process the reimbursement on the next payroll
- Amount received will be subject to statutory withholdings taken at source, and will be reported as a taxable benefit on the employee's T4 in the period in which it is reimbursed

(original signed by)
Vice President, Administration