

Policy Title: Tuition Assistance

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input checked="" type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	April 30, 2020	Effective date:	April 30, 2020
Policy Sponsor:	VP, Administration and Finance	Date last reviewed:	June 27, 2024
Date of Mandatory Review (expiry date):	April 2025	Date of last revision of Procedures:	April 30, 2020

1. POLICY

CMCC provides a Tuition Assistance Program (TAP) which offers reimbursement of tuition fees to encourage eligible employees to upgrade their education and/or skills by enrolling in part-time studies at recognized colleges or universities.

1. Eligibility

- a. Full-time employees who have completed one year of service are eligible to apply for TAP benefits prior to their enrolment in a course of study.
- b. Employees must remain actively employed by CMCC throughout the duration of the course of study.

2. Basis of education assistance

- a. Tuition assistance benefits for qualified full-time employees are limited to the cost of tuition for the approved course of study.
- b. The TAP applies to studies that are offered by a recognized educational institution, and
 - in the case of non-degree courses, are related to the specific job which the employee performs, or
 - in the case of degree courses, are designed to enlarge and/or broaden an employee's knowledge and/or develop potential to assume greater responsibility within the organization.

3. Reimbursement Amount

Tuition assistance will be 50% of tuition to a maximum of \$4,000 per employee per year. Tuition does not include the costs of books, course materials, student fees and other related costs.

4. Withdrawal

Employees who withdraw from their program of study prior to the successful completion of their certificate, diploma or degree will be required to notify CMCC, in writing, within 90 days of withdrawing.

5. Refund Schedule

Employees who choose to leave the employ of CMCC:

- a. within one year of completing their certificate, diploma or degree will be required to refund 100% of all monies received by the employee within 30 days of termination of employment.
- b. between one and two years of completing their certificate, diploma or degree will be required to refund 50% of all monies received by the employee within 30 days of termination of employment.

2. PURPOSE

To encourage employees to continually upgrade and develop their skills and knowledge through attendance in part-time studies at colleges and universities.

3. SCOPE

Full-time non-union employees. (Educational assistance for union employees is governed by the terms of the Collective Agreement between CMCC and the Canadian Union of Public Employees, Local 4773.)

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

N/A

5. RELATED POLICIES (not a comprehensive list)

- Employment Classifications

6. DEFINITIONS

N/A

New Policy Approved (date):	
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Policy Revision History (dates):	January 3, 2003 January 19, 2012 April 30, 2020 Title change from Education Assistance to Tuition Assistance – June 27, 2024
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-----**END OF POLICY**-----

7. PROCEDURES

1. Employees wishing to apply for the Tuition Assistance Program (TAP) are responsible for doing so prior to enrolling in a course of study. Applications will not be accepted for course study which has commenced prior to the filing of the application.
2. A completed TAP application form and Terms and Conditions form must be submitted by the employee prior to the commencement of their course of study. The application form requires the endorsement of the employee's Division Director and the approval of the Dean/Vice President.
3. A copy of the approved TAP application form will be returned to the employee and serve as the authorization for the employee to proceed with enrolment.
4. Employees who are pursuing a certificate, degree or diploma are responsible for requesting that their original transcript be sent directly from the issuing institution to CMCC's Division of Human Resources upon completion of their program. An updated curriculum vitae must also be provided by the employee to the Division of Human Resources.
5. The employee may apply for reimbursement by completing an Expense Reimbursement form and attaching to it their copy of the approved TAP form as evidence of successful completion of the approved course of study, along with proof of payment of the tuition fee, and submit this documentation to their Division Director for approval. The Division Director will complete the Refund Authorization section of the Tuition Assistance Terms and Conditions form and submit both forms to Payroll for reimbursement.
6. Payroll will process the payment once the transcript (showing successful completion), proof of payment, and a completed/authorized Expense Reimbursement form have been received.
7. Payroll is responsible for issuing any reimbursements directly to the employee within two weeks of receipt of approved documentation.
8. Exclusions:

The following types of programs are not eligible for tuition assistance reimbursement unless taken at the specific request of CMCC:

- a. vocational correspondence courses, or hobby type courses.
 - b. courses offered through non-accredited colleges or universities and professional organizations.
 - c. determination of qualified courses, colleges, universities and/or professional organizations is at the sole discretion of CMCC.
9. **FORMS** (available on The Hub and the Shared CMCC Public Drive under HR Forms)
- Tuition Assistance Application Form
 - Expense Reimbursement Form
 - Tuition Assistance Terms and Conditions

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8. ATTACHMENTS

None