

**Policy No. & Title: P211: EMPLOYEE TUITION REIMBURSEMENT**

*Policy Sponsor:* Chief Human Resources Officer

*Effective:* 2019-08-15

*Next Review:* 2024-08-15

*Approvals:* 2003-06-04/AC-02-08; 2004-09-08/AC-04-01; 2008-02-06/AC-07-05;  
2013-06-07/SLC-12-14; 2013-06-07/SLC-12-14; 2015-05-27; 2019-08-15

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**1. PURPOSE**

This policy outlines the purpose, scope, procedures, selection criteria and responsibilities for the College tuition reimbursement program.

**2. THE POLICY**

Fanshawe College recognizes that participation in educational activities is an essential component of human resource development and institutional renewal. Supporting efforts to achieve university or college credentials assists employees in the accomplishment of their career goals, and supports the delivery of quality education and services.

This policy applies to credit courses taken at an accredited college or university and that lead to a certificate, diploma or degree. This policy does not apply to courses taken or available at Fanshawe College or to the In-Service Teacher Training Program.

Non-probationary full-time employees and non-probationary regular part-time support staff employees are eligible to apply for tuition reimbursement. Probationary employees may be considered in cases where the College requires the employee to undertake credential studies as a condition of employment. Such consideration is on an individual case basis and requires Vice-President approval.

The Policy Sponsor develops and implements procedures as are necessary to operationalize this policy within approved budgets.

**3. REFERENCES**

Collective Agreements:

Academic Employees Collective Agreement

Support Staff Collective Agreement

Part-Time Support Staff Collective Agreement

Administrative Employees Terms and Conditions of Employment

**4. ADDENDA**

Procedure A: TUITION REIMBURSEMENT

Form: EMPLOYEE TUITION REIMBURSEMENT APPLICATION FORM

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*Policy No. & Title:* P211: EMPLOYEE TUITION REIMBURSEMENT

*Addendum:* **Procedure A: TUITION REIMBURSEMENT**

*Issued by:* Chief Human Resources Officer

*Effective:* 2019-08-15

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## 1. PURPOSE

The purpose of this document is to outline the process for determining eligibility and for reimbursing employees for tuition expenses.

## 2. ELIGIBLE COURSES

This policy applies to credit courses taken at an accredited university or College of Applied Arts and Technology (or equivalent), and that lead to a certificate, diploma or degree, including courses required to obtain a CGA credential.

This policy does not apply to courses taken or available at Fanshawe College, or to the In-Service Teacher Training Program.

## 3. ELIGIBILITY REQUIREMENTS

### 3.1. Employee Groups

Full-time and regular part-time support staff who are non-probationary employees are eligible to apply for tuition reimbursement.

Full-time probationary employees may apply in cases where the College requires the employee to undertake credential studies as a condition of employment. Such consideration is on an individual case basis and requires Vice-President approval.

Provided the application meets all other requirements, the employee is eligible for tuition reimbursement while on professional development leave.

### 3.2. Program Eligibility

To be considered for tuition reimbursement, a program of study must align with the College mission, strategic goals and values, and be consistent with the employee's career development plans. More specifically, applications must:

- Support identified College objectives required to accomplish our strategic goals.
- Support the employee's career development plan within the College, especially where there is an identified need for the credentials or a possibility that future position vacancies may arise requiring the credentials.

### 3.3. Program Success Requirements

Tuition reimbursement is contingent on successful completion of the course and submission of a transcript with a minimum of a "C" grade or, in the case of masters or doctoral level programs submitted official correspondence from the institution confirming definitive progress towards completion of the program. For example an official letter from a registrar, academic advisor, thesis, or dissertation advisor,

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stating levels of completion and standing, such as “Candidate has completed comprehensive exam with a B+ standing.”, or “Candidate has completed thesis or dissertation research and has submitted the first draft of thesis or dissertation for review.”

#### 4. REIMBURSEMENT AMOUNT

An employee may apply for a maximum of 80% of the tuition cost for a course up to the stated maximums outlined below for courses making up the entire program, notwithstanding other types of funding assistance for which there is provision under a Collective Agreement or Terms and Conditions of Employment for Administrative Staff. Other costs, such as material fees, textbooks, etc., are not eligible under this assistance plan.

The maximum lifetime tuition reimbursement for an employee for each credential level is listed below. There is no limit on the number of levels for which an individual may apply. Approval of reimbursements is subject to budget availability. Funding from other College budgets may not be combined to exceed these limits.

- CAAT Certificate or Diploma level: \$3,000
- Undergraduate degree level: \$7,500
- Master’s degree level: \$10,000
- Doctoral degree level: \$15,000

Regular Part-time Support-Staff Employees:

- CAAT Certificate or Diploma level: \$1,500
- Undergraduate degree level: \$3,750
- Master’s degree level: \$5,000
- Doctoral degree level: \$7,500

Note that upon receipt of tuition reimbursement the employee is required to work at the College for the period of time indicated below, failing which they are required to repay the College 50% of tuition reimbursement received within the two years prior to the date of the employee’s departure:

- CAAT Certificate or Diploma level – one year
- Undergraduate degree level – one year
- Master’s degree level – two years
- Doctoral degree level – two years

#### 5. APPLICATION PROCESS

##### 5.1. Employee

- 5.1.1. Completes an Employee Tuition Reimbursement Application Form and forwards it to their supervisor outlining how the course will benefit the College, Department and the employee’s career development.
- 5.1.2. Ensures that the fully completed application is received in Organizational Development and Learning (OD&L) at least 5 weeks prior to the beginning of the course.
- 5.1.3. Submits a transcript of their course grade or official correspondence stating definitive progress towards completion of the program, (see examples above) and proof of payment for the course (e.g., a copy of the course registration receipt) to OD&L. Such documentation must be received before reimbursement is initiated. In the case of

dissertation or thesis courses, the employee may receive 50% of their entitlement on registration in that course and the balance upon successful completion.

## 5.2. Supervisor

- 5.2.1. Supervisor support is required for an application to be considered. The supervisor signs the application form, indicating support of the employee's application, and returns it to the employee for forwarding to OD&L **at least 5 weeks prior to the beginning of the course.**
- 5.2.2. The Supervisor comments on "Benefits to the College, the Department and the Individual" on the application form and outline their reasons for supporting the application.
- 5.2.3. If the Supervisor does not support the application, the Supervisor discusses their rationale with the employee.
- 5.2.4. Upon satisfactory completion of the course or credential, the Supervisor arranges for the employee to share their experience with the College community. The following are suggested:
  - Share a resource
  - Present a workshop
  - Write an article for an educational journal or for internal publication.

## 5.3. Organizational Development and Learning

- 5.3.1. Administers the program, assesses applications, and advises the employee and Supervisor of an application decision within 2 to 3 weeks of OD&L receipt of the application.
- 5.3.2. Ensures that appropriate documentation is received before reimbursement is initiated.

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**EMPLOYEE TUITION REIMBURSEMENT APPLICATION FORM****1. APPLICANT INFORMATION**

Name: \_\_\_\_\_ Employee No: \_\_\_\_\_ College Phone: \_\_\_\_\_  
Dept./School: \_\_\_\_\_ Campus: \_\_\_\_\_  
Employee Group:     Academic     Administration     Support     Regular Part-Time Support

**2. PROGRAM AND COURSE INFORMATION**

Name of Institution \_\_\_\_\_

2.1. Title of Certificate, Diploma or Degree Program \_\_\_\_\_

2.2. Credential Granted on Successful Completion \_\_\_\_\_

2.3. Courses that you wish to take within the next year (If more than four, attach additional sheet):

Course Name	Course Number	Start Date	End Date	Tuition Fee
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

***If you are requesting course(s) tuition reimbursement for an additional year of a program previously approved by OD&L, please skip sections 2.4, 2.5 and 2.6, and proceed to section 3.***

2.4 Why do you wish to take this program/course?  
\_\_\_\_\_  
\_\_\_\_\_

2.5 How does this program specifically align with the strategic directions of your department/school and the College?  
\_\_\_\_\_  
\_\_\_\_\_

2.6 How will this program enhance your ability to fulfill your professional responsibilities and departmental goals?  
\_\_\_\_\_  
\_\_\_\_\_

**COLLEGE POLICY MANUAL****3. AGREEMENT BETWEEN EMPLOYEE AND FANSHAWE COLLEGE**

As a full-time or regular part-time support staff employee applying for tuition reimbursement I acknowledge that:

- 3.1. I have read policy P211: Employee Tuition reimbursement;
- 3.2. I may not receive tuition reimbursement if I register for a course prior to approval of this application;
- 3.3. I have attached documentation regarding: **course costs; course outlines; and the title of the credential from the institution offering the program;**
- 3.4. The institution must be accredited by a recognized association and foreign institutions must meet approval of a credential evaluation conducted by World Education Services;
- 3.5. I am required to submit such documents as are necessary to substantiate academic results achieved, with a minimum of a "C" grade, and receipts for tuition paid; and,
- 3.6. That to receive program or course reimbursement, I must still be a full-time or regular part-time support staff College employee at the completion of the course(s) or program.

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Applicant Signature

Date

**4. SUPERVISOR RECOMMENDATION/COMMENTS**

*If you are requesting course(s) tuition reimbursement for an additional year of a program previously approved by OD&L, please skip this section.*

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Supervisor Name

College Phone

- I have reviewed the applicant's request for tuition reimbursement and **recommend approval** for this program.
- I have reviewed the applicant's request for tuition reimbursement and **do not recommend approval** for this program.

Rationale/Comments:

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Supervisor Signature

Date

***SUBMIT FORM AND DOCUMENTATION TO ORGANIZATIONAL DEVELOPMENT AND LEARNING (Room K1024)***

**5. FOR ORGANIZATIONAL DEVELOPMENT AND LEARNING USE**

Date Received:

- WES Check Required       Approved       Not Approved

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OD&L Manager Signature

Date