

<b>TYPE:</b>	Employment-Related
<b>TITLE:</b>	Tuition Assistance for Dependent Children
<b>NO.:</b>	EMPL-308
<b>RESPONSIBILITY:</b>	Vice-President, People, Communications and Enrolment
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	June 2026

---

## 1. Introduction

Given the tremendous lifelong benefit in pursuing a post-secondary education, Durham College will support the dependent children of its full-time employees by offering tuition assistance for those registered in full-time post-secondary or apprenticeship studies at Durham College.

## 2. Purpose

The purpose of this policy and procedure is to establish the framework for determining when the dependent children of full-time Durham College employees will qualify for assistance with tuition fees for full-time post-secondary or apprenticeship programs at Durham College.

It also outlines the conditions under which an eligible dependent of a Durham College employee will qualify for tuition assistance with respect to full-time post-secondary programs or apprenticeship studies offered by Durham College and the process involved in obtaining reimbursement.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

Durham College will provide an opportunity for the dependent children of all full-time College employees to receive tuition assistance as a registered student in a full-time, post-secondary or apprenticeship program at Durham College.

- 4.1. The Vice-President, People, Communications and Enrolment will ensure that this policy and procedure is fully implemented.
- 4.2. Participation in this program requires submission of all requested information, in accordance with the timelines as outlined below. Employees are responsible for applying for dependent tuition reimbursement in accordance with the policy and procedure timelines, and providing verification of dependent eligibility as requested.

## 5. Procedure

### 5.1. Dependent Eligibility

- 5.1.1. Dependents of full-time employees, when approved for admission through the normal process, may be eligible for the tuition assistance program. Students must pay tuition and other mandatory fees by the due dates. On approval, an eligible dependent will be reimbursed for the regulated tuition fees, minus \$100 for administrative purposes for full-time Durham College post- secondary programs. For apprenticeship programs, the 'classroom fee' less \$100 is eligible for reimbursement.
- 5.1.2. In the event the dependent is admitted to a full-time deregulated Durham College post-secondary program, the tuition assistance is only equal to the same amount as a regulated post-secondary program.
- 5.1.3. This benefit does not apply to dependents who study on a part-time basis.

### 5.2. Employee Eligibility

- 5.2.1. This benefit commences at the start of the first full semester after the full-time employee's date of hire. The benefit will cease at the conclusion of the semester in which the employee's employment with the College ends.
- 5.2.2. The maximum number of years covered under this benefit is four(4) academic years (eight semesters).

### 5.3. Application Timelines

- Fall Semester start: October 15
  - Winter Semester start: February 15
  - Spring Semester start: June 15
- 5.3.1. One application form will suffice for both semesters. Application forms are available on the employee intranet (ICE), under the Human Resources Forms section. Applications are approved by Human Resources and are subject to the terms and conditions of the policy and procedure. An application does not guarantee tuition assistance.

#### 5.4. Verification of Application

- 5.4.1. Following the application deadlines referenced in section 5.3, Human Resources will review all applications received to ensure employee dependents meet this policy's definition of "dependent".
- 5.4.2. Where there is a question regarding the dependent's status as an eligible dependent, Human Resources will contact the employee for verification.
- 5.4.3. Employees are responsible for providing verification of dependent eligibility for benefits purposes, as requested

#### 5.5. Reimbursement of Tuition

- 5.5.1. Tuition assistance reimbursements will be produced once per academic year for eligible dependents following the release of final grades, and paid by Electronic Fund Transfer, or upon receipt of banking information. Timing of payments is as follows:
  - a) Payment in June for the program year ending in April;
  - b) Payment in September for the program year ending in June and August;
  - c) Payment in January for the program year ending in December.
- 5.5.2. The tuition reimbursement is paid to the dependent as taxable income, and the dependent will receive a T4A in the following year for tax purposes. Where applicable, the dependent must disclose the reimbursement to OSAP.
- 5.5.3. Prior to issuing a payment, Human Resources will contact Enrolment Services and the Office of Campus Safety to verify that the student has:
  - Not withdrawn;
  - No outstanding fees; and
  - No code of conduct violations.
- 5.5.4. In addition, the student must be in good academic standing defined as:
  - Achieving a minimum grade point average of 2.0 per semester;
  - Not on academic probation;
  - Registered in a full-time program with a full course load or registered with the Access and Support Centre and been approved for full-time student status with a reduced course load; and,
  - Eligible for either graduation or promotion to the next academic year of their program.

## 5.6. Confidentiality

- 5.6.1. Human Resources will not disclose academic student (dependent) information to the College employee (parent).

## 6. **Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

## 7. **Non-compliance implications**

Failure to comply with this policy could result in a qualified dependent of an employee being denied assistance or an unqualified dependent receiving funds. Either situation could be harmful to the College's reputation as a top employer and in the latter case impact the College's finances.

## 8. **Related forms, legislation or external resources**

- [Tuition Assistance for Dependent Children - Application Form](#)