

TYPE:	Employment-Related
TITLE:	Tuition Assistance for Dependent Children
NO.:	EMPL-308
RESPONSIBILITY:	Chief Administrative Officer & Associate Vice President, Human Resources
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	November 2020
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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

- 4.1. 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.

5. Procedure

5.1. Dependent Eligibility

- 5.1.1. Dependents of full-time employees, when approved for admission through the normal process, may apply for the tuition assistance program. Students must pay tuition and other mandatory fees by the due dates. An eligible dependent will receive the regulated tuition fees, minus
- 5.1.2. \$100 for administrative purposes for full-time Durham College post-secondary programs. For apprenticeship programs, the 'classroom fee' less \$100 is eligible for reimbursement.
- 5.1.3. 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.
- 5.1.4. 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

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 of October 15, February 15 and June 15, 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.

5.5. Reimbursement of Tuition

- 5.5.1. Tuition assistance cheques will be produced once per academic year for eligible dependents following the release of final grades. For example, cheques will be produced in June for the academic year ending in April; cheques will be produced in September for programs ending in June and August; and cheques will be produced in January for programs ending in December.
- 5.5.2. The tuition reimbursement is paid to the dependent and as taxable income 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 producing cheques, Human Resources will contact Enrolment Services to verify that the student has:
 - Not withdrawn;
 - No outstanding fees; and
 - No codes of conduct violations.

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

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

6. Roles and responsibilities

- 6.1. The Chief Administrative Officer is responsible for ensuring that this policy and procedure is fully implemented.
- 6.2. Employees are responsible to apply for dependent tuition reimbursement in accordance with the policy and procedure timelines.
- 6.3. Employees are responsible to provide verification of dependent eligibility for benefit purposes as requested by Human Resources.
- 6.4. Human Resources is responsible to administer the process in a timely manner.
- 6.5. Office of Campus Safety is responsible to verify that the student hasn't breached the Code of Conduct.
- 6.6. Enrolment Services is responsible to verify student grade point average, fees and if the student is in good standing, as well as provide the regulated tuition fees to Human Resources on an annual basis.

7. 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 Accessibility Plan (ADMIN-203).

8. 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.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.

10. Related forms, legislation or external resources

- Human Resources Forms