

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Tuition Fee Subsidy Policy

EFFECTIVE DATE: June 26, 2026

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

This policy applies to family members of full-time employees and eligible part-time employees of The Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”).

2. PURPOSE AND PRINCIPLES

2.1 To recognize employees’ contribution to Canadore and to encourage family members to pursue post-secondary education opportunities with the College.

2.2 The tuition subsidy is an “incentive” for family members of full-time College employees and eligible part-time College employees to enroll in a Full-Time Canadore Academic Program.

3. DEFINITIONS

3.1 Family Member: A Family Member is defined as an individual whose relationship to a Canadore employee, as defined in 3.3 and 3.4, is one of the following:

- married or common law spouse of either sex; or
- dependent child under the age of 25 years on the first day of the first semester they are admitted into. Should the dependent child turn 25 during their enrollment in a program, the benefit will continue as long as the student progresses successfully in the same program without suspending their studies and/or requiring re-admission.

3.2 Full-Time Canadore Academic Program: For the purpose of this policy, a Full-Time Canadore Academic Program is defined as a full-time credit-bearing program delivered solely by the College and is funded by the Ministry of Colleges, Universities, Research Excellence and Security.

- 3.3 Full-Time Employee: For the purpose of this policy, a Full-Time Employee is defined as a person who has been employed full-time by Canadore and has successfully completed their probationary period.
- 3.4 Part-Time Employee: For the purpose of this policy, a Part-Time Employee is defined as a person who has been employed part-time by Canadore, who has worked a minimum of 400 hours over the most recent 26 pay periods, and is actively employed within 30 days preceding the start date of the Full-Time Canadore Academic Program. A Part-Time Employee includes sessional, part-time and appendix D, but does not include partial-load or appendix G employees.

4. POLICY

- 4.1 The College will subsidize 50% of the standard domestic full-time tuition fee for the first year, 60% of the standard full-time tuition fee for the second year, and 70% of the standard full-time tuition fee for subsequent years, of a Full-Time Canadore Academic Program for a Family Member of a Full-Time Employee or Part-Time Employee as defined in 3.3 and 3.4. As a condition of maintaining eligibility to continued tuition fee subsidy, the student must be successfully progressing in their program of study.
- 4.2 The tuition fee subsidy only applies to domestic, general purpose operating grant funding eligible students as defined in the Minister's Binding Policy Directive *Tuition and Ancillary Fees*.
- 4.3 The tuition fee subsidy excludes all other costs associated with the Full-Time Canadore Academic Program, or any of its courses, such as, but not limited to, ancillary fees, activity fees, textbooks, lab and/or material fees, clinical placement requirements, certifications, and parking.
- 4.4 The tuition fee subsidy must be disclosed to OSAP or other funding source per their requirements.
- 4.5 Eligibility shall commence in the first academic semester following the date on which the employee has met the criteria as set out in 3.3 and 3.4.
- 4.6 If the student withdraws from the Full-Time Canadore Academic Program past the last day to withdraw from a program with a partial refund, the student will be responsible for re-payment of the full tuition, which includes the tuition subsidy.
- 4.7 Termination of Employment: Upon termination of employment, for any reason, eligibility to tuition fees subsidy, as described in this policy, ceases from the

semester immediately following the one in which the contractual relationship between Canadore and the employee ends.

4.8 The College will follow the CRA guidelines.

5. ROLES AND RESPONSIBILITIES

5.1 Board of Governors

The Board of Governors is responsible for the initial approval of the policy and subsequent amendments.

5.2 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

6. EVALUATION

This policy will be evaluated every three years as part of the Board's regular policy review process.

Resources:

[Employers' Guide – Taxable Benefits and Allowances - Canada.ca](#)