

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Tuition Fee Subsidy Policy

EFFECTIVE DATE: [pending Board approval, May 23, 2023]

1. SCOPE

1.1 Authority

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

1.2 Application

This policy applies to all full-time and part-time employees.

2. PURPOSE AND PRINCIPLES

2.1 To recognize employees' contribution to Canadore College 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 Canadore College program.

3. DEFINITIONS

3.1 Family Member: A family member is defined as an individual whose relationship to a full-time College employee is one of the following:

- married or common law spouse; or
- dependent child, under the age of 25 years old on the first day of the first semester entered into. Should the dependent child turn 25 during the course of their program, the benefit will continue as long as the student continues successfully in the same program.

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

- 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 College for six months or longer.
- 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 College, who has worked a minimum of 400 hours over the most recent 26 pay periods, and is actively employed within 30 days preceding the course start date. 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 Canadore 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 program for a family member of full-time Canadore College employees who enrolls in a full-time post-secondary Canadore College program. Each semester must be successfully completed to continue to be eligible as a condition of receiving further tuition fee subsidy.
- 4.2 Students registered with Student Success Services who have self-identified and met the eligibility criteria of a permanent disability are permitted to carry a reduced course load (between 40/60%) as defined by their accommodation.
- 4.3 The College will subsidize 50% of the tuition fee for one course per semester for part-time Canadore College employees who enroll in a part-time post-secondary Canadore College program on the employee's own time.
- 4.4 The tuition fee subsidy excludes all other associated costs for the program or course such as, but not limited to, ancillary fees, activity fees, textbooks, lab and/or material fees, clinical placement requirements, certifications, or parking.
- 4.5 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*.
- 4.6 The tuition fee subsidy must be disclosed to OSAP or other funding source per their requirements.
- 4.7 Eligibility shall commence the first semester after the date of the employee's date of hire.
- 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](#)