



POLICY NUMBER:	CS-1318-1990
POLICY TITLE:	Tuition Assistance for Dependents Policy
POLICY OWNER:	Chief Human Resources Officer
EFFECTIVE DATE:	November 1990
LAST REVISED:	January 18, 2018

1. Purpose

This policy outlines the conditions under which eligible dependent(s) of a permanent full-time College employee may qualify for assistance with tuition with respect to post-secondary programs offered at the College.

2. Application and Scope

This policy applies to all full-time College employees.

3. Definitions

“Dependent(s)” includes:

- A spouse, common-law spouse, or partner (defined in the Income Tax Act); and
- A child of a full-time College employee, under 25 years of age and dependent for support on such employee.

The following dependents are eligible for tuition reimbursement:

- Children of the full-time employee;
- Step-children of the full-time employee; and
- Adopted children of the full-time employee.

The age restriction of 25 years does not apply where the dependent is physically or mentally disabled who had this condition and was insured as a dependent of the employee immediately before the age of 25.

“Full-Time Permanent College Employee” is:

- A full-time permanent member of the College working in administration under the Terms and Conditions of Employment for Administrative Staff;
- A full-time permanent support staff member under the Support Staff Collective Agreement (OPSEU Local 241); and
- A full-time permanent academic staff member under the Academic Employees’ Collective Agreement (OPSEU Local 240).

4. Principles

The College is committed to maintaining a competitive benefits package to other post-secondary institutions by supporting continuing learning for the dependents of full-time permanent employees. This policy is based on the need to maintain consistent and transparent processes in the consideration and administration of tuition assistance for dependents.

5. Accountability and Compliance

5.1 Accountability Framework

This policy has been approved by the Senior Leadership Team.

5.2 Compliance

The Chief Human Resources Officer is authorized to ensure that the information within this policy is applied and that all actions comply with relevant legislation, policies and Collective Agreements.

6. Rules

The tuition reimbursement is only applicable to post-secondary Mohawk College programs, including collaborative programs offered at McMaster University.

When enrollment is on a part-time basis, the refund will be pro-rated.

All but \$50.00 of the tuition portion of the fee will be refunded to the employee at the end of each semester once the student's grades have been verified.

Only actual tuition of Mohawk College post-secondary programs qualifies for this reimbursement and the reimbursement only applies to the domestic tuition fee applicable to Canadian citizens or official permanent residents of Ontario. The tuition waiver/benefit must be disclosed to OSAP.

All other book and material costs, ancillary fees, charges for lockers, etc., are not eligible for reimbursement.

Once a dependent has been admitted to a post-secondary program, continuation of this benefit after their first year of eligibility is contingent upon the dependent child being in good academic standing. The benefit will not continue for dependent(s) who have not been promoted (failed or withdrawn after add/drop period) in excess of one occurrence.

The maximum number of semesters covered under this benefit is eight.

6.1 Eligibility

This benefit commences effective at the start of the first full semester after the full-time permanent employee's date of hire. The benefit will cease at the conclusion of the semester in which the employee terminates their employment with the College.

Dependent(s) of full-time permanent employees must apply for and be approved for admission to the program of study through the normal registration process for students under a tuition reimbursement practice. Students must pay tuition and other mandatory fees in full by the applicable payment deadline as determined by the College.

Collaborative programs at McMaster University will be reimbursed at the end of the University's academic calendar. Students enrolled in a Collaborative program at McMaster are required to submit to Human Resources, their proof of payment information and grades upon completion.

If the dependent has failed or withdrawn after the add/drop date, there will be no reimbursement. However, if the dependent withdraws prior to the last day to add/drop a course, funds will be reimbursed through the Registrar's Office.

Dependent(s) must be promoted into the next semester in order to be eligible for continued reimbursement. Dependent(s) who have not been promoted (failed or withdrawn) will only be eligible for tuition assistance one additional time. If the dependent(s) fails or withdraws an additional time, all reimbursement privileges will be revoked.

Human Resources will determine the eligibility of the student and the employee for reimbursement. Payment of the reimbursement will be made by the Payroll Department, following receipt of the necessary confirmations. Human Resources will email staff advising them of the date the reimbursement will be added to their pay.

6.2 Application for Reimbursement

A Tuition Refund Application Form and a Dependent Tuition Data Collection Form must be completed and submitted to Human Resources within the first month for the semester concerned. Forms for Tuition Refund Application and Dependent Tuition Data Collection are available on My Mohawk. Reimbursements are approved by Human Resources and are subject to the terms and conditions of the procedure. An application does not guarantee reimbursement.

Applications must be submitted within the first month of each semester. Below are dates that align with the end of each semester.

Semester	Application for Tuition Reimbursement Deadline
Fall	September 30
Winter	January 31
Spring	May 31

A tuition receipt for tuition paid and a T4A for the tuition reimbursement amount will be issued to the student; the employee will not be taxed for the reimbursement. In the event of changes in Ministry guidelines, the College reserves the right to cancel these benefits without notice.

If the student is in receipt of tuition assistance from another source, that amount must be disclosed and will be taken into consideration when finalizing the reimbursement amount.

7. Policy Revision Date

7.1 Revision Date

January 2021

7.2 Responsibility

The Chief Human Resources Officer will review this policy every three years or earlier when required.

8. Attachments

Attachment 1 – Tuition Refund Application Form

Attachment 2 – Dependent Tuition Data Collection Form

9. Specific Links

CS-1312-2005 Professional Development for Staff

Support Staff Collective Agreement

Academic Staff Collective Agreement

Terms and Conditions of Employment for Administrative Staff



Tuition Refund Application Form

Section 1 To be completed by the employee and returned to Human Resources for processing. All fields must be completed in full. Incomplete applications will be returned to the staff member.

Please complete an application form for each semester.

Employee's Name:		Employment Date: (yyyy-mm-dd)	
Employee's Mohawk ID:		Student's Mohawk ID:	
Full Name of Student:		Student's Birthday: (yyyy-mm-dd)	
Relationship to Employee:			

Name of Program:

Semester Start Date:

Duration of Program:

Section 2 To be completed by Human Resources

The above-named employee is eligible for a tuition refund of \$ _____
(Tuition less \$50.00).

I also verify that the above-named student has enrolled and the fees have been paid as stated in Section 1.

Tuition Fee Paid: \$ _____

Authorized Signature: _____ Date: _____

Section 3 To be completed by Payroll Services

A reimbursement will be issued to _____'s paycheck in the amount of \$ _____ on _____.

Authorized Signature: _____ Date: _____



DEPENDENT TUITION DATA COLLECTION FORM

In order to meet the ruling by the Revenue Canada Agency please complete the information below when submitting your Dependent Tuition Application Form to Human Resources.

This information will be provided to Payroll Services to issue a T4A to the dependent.

NAME OF DEPENDENT (Print)	
S.I.N. of DEPENDENT	
PERMANENT ADDRESS OF DEPENDENT (Where T4A to be mailed)	Street address, including number: <hr/> City, Province, Postal Code

I am receiving tuition reimbursement from another source: **(Please check one)**

NO

YES (Please source information below)

I am receiving \$_____ from

I certify that the above information is accurate and can be released to Payroll services

Signature of Dependent: _____ **Date:** _____

EMPLOYEE NAME: (Print)	
EMPLOYEE DEPARTMENT: PHONE EXTENSION:	

I have read the Tuition Assistance for Dependents Policy and I certify that I am a full-time employee of Mohawk College and that the above student is my dependent child or spouse/partner.

Signature of Employee: _____ **Date:** _____