A. Background and Definitions

Niagara College supports the development of enhanced skills and abilities for employees which will contribute to the strategic direction of the College based on a principle of shared financial responsibility between the College and the individual employee.

Eligible Employees: Full-time employees and regular part-time support staff whose probationary period will be completed by March 31st prior to the fiscal year for which Tuition Assistance is being sought.

B. Purpose

This policy outlines the scope of Tuition Assistance available for employees wishing to obtain additional academic credentials.

C. Policy Statements

1. Eligible Employees may apply for Tuition Assistance to complete a certificate, diploma or degree.

2. The additional credential being sought must align with the College’s strategic direction and goals, and be consistent with the employee’s professional development plan.

3. Studies within Canada must be taken at a postsecondary institution recognized by the Canadian Information Centre for International Credentials. Studies outside of Canada must be at an accredited, recognized postsecondary institution and the program must be deemed to be equivalent to a certificate, diploma or degree at an accredited, recognized postsecondary institution in Ontario. Proof of this equivalency must be available from the World Education Services (WES).

4. The College will support up to 50% of the cost of tuition fees for any credit course offered by an accredited postsecondary institution, up to a lifetime maximum as indicated below:
POLICY GROUP: NC600 – Human Resources
POLICY TITLE: Tuition Assistance - Employees

Full-Time Employees

<table>
<thead>
<tr>
<th>Credential being sought</th>
<th>Lifetime maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate, Diploma, Undergraduate Degree</td>
<td>$5,000</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>$7,500</td>
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<tr>
<td>Doctoral Degree</td>
<td>$12,000</td>
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</table>

Regular Part-Time Support Staff

<table>
<thead>
<tr>
<th>Eligible Credentials</th>
<th>Lifetime maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate, Diploma, Undergraduate Degree</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

5. No other fees or expenses such as student fees or books qualify for reimbursement. The Tuition Assistance support is the only source of funding available from the College. Other sources of financial support will not be available through departmental, divisional or College global budgets.

6. Completion of the additional credentials being sought shall not interfere with the employee’s responsibilities at the College.

7. Recommendations regarding funding are made annually by the Tuition Assistance Working Group.

8. The number of applications approved for Tuition Assistance is subject to available funds, which is determined on an annual basis. If the requests exceed available funds in any given year, priority is given to employees already receiving Tuition Assistance and who are continuing their studies.

9. Approval to participate in the Niagara College Tuition Assistance program does not mean approval for the following:
   a) Step progression. Step progression is a separate process to be completed as outlined in the policy and procedure on Further Formal Education for the Purposes of Additional Progression Steps.
   b) Professional Development Leave for all employee groups. Applications for leaves are to be made in accordance with the appropriate procedure.

10. In the event that an employee, who received financial support through this policy, leaves the College prior to completing their credential, or within two (2) years of receiving their
credential, the employee shall be required to refund 50% of the assistance received from the College.

11. An employee who does not successfully complete a course may be asked to reapply for consideration for Tuition Assistance the following year.

12. Employees who withdraw from their program of study are required to refund 50% of the assistance received from the College. Extenuating circumstances will be considered.

D. Related Documents

Policy: NC600 Further Formal Education for the Purpose of Additional Progression Steps
       NC600 Professional Development Leaves – Academic
       NC600 Professional Development Leaves – Administrative & Support Staff

Procedure: NC600 Tuition Assistance – Employees

Working Group: NC600 Tuition Assistance (in development)

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
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<tbody>
<tr>
<td>January 30, 2020</td>
<td>Separation of policy &amp; procedure</td>
</tr>
<tr>
<td></td>
<td>Addition of Regular Part-Time Support Staff as eligible employees</td>
</tr>
<tr>
<td></td>
<td>Content update</td>
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