PRACTICE NUMBER:    NC600-10

PRACTICE TITLE:      Tuition Subsidy for Dependent Children

A. Background and Definitions

Under this practice, “sponsorship” means the College will pay the current per-semester “standard full-time tuition fee” that is charged for a “standard full-time post-secondary academic program”. Under this practice, the maximum benefit is capped and cannot be exceeded under any circumstances even if the registered student is enrolled in a program whose tuition fee exceeds the standard full-time tuition fee.

The “standard full-time tuition fee” excludes all other costs associated with the program tuition such as but not limited to ancillary fees, activity fees, books, lab fees, material fees, SAC fees, parking fees, etc.

For the purposes of this practice, a Niagara College program is defined as a program of instruction that conforms to the levels of learning as articulated in the Credentials Framework and leads to the awarding of one of the following credentials: Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate or an Applied Degree.

B. Purpose

The purpose of the “Tuition Subsidy for Dependent Children” practice is to provide a uniform framework with respect to the dependent child(ren) of full-time employees enrolled in Niagara College post-secondary programs.

C. Practice Statements

1. A full-time employee of the College is defined as an individual who works in a full-time approved complement position within the College and who has been employed in that capacity for at least one (1) calendar year prior to the commencement of the term the eligible dependent is enrolled in i.e. A full time employee who is hired on October 12, 2013 would be eligible for the Tuition Subsidy for their eligible dependent (s) in the Winter 2015 term.

Provided this criterion is met, full-time employees who are on Professional Development leave, approved leaves of absence with pay and approved leaves of absence without pay will retain the right to access the tuition subsidy.
2. Dependent children qualify under this practice are defined as:
   a) an unmarried child under the age of 21 who lives with the full-time employee in a normal child relationship or for whom the full-time employee is appointed as a legal guardian;
   b) an unmarried child who is a full-time student under the age of 25, as long as the child is entirely dependent on the full-time employee for financial support; or
   c) a handicapped child (handicapped before age 21) who depends on the full-time employee for financial support and maintenance, is unmarried and is incapable of financial self-support because of a physical or mental disability.

3. To qualify for the tuition subsidy, the dependent child must be enrolled as a full-time student.

4. A full-time student is an individual who is enrolled in a Niagara College program of instruction for at least 70% of the total credits or 66.67% of the courses required for the program of instruction in a given semester.

   NOTE: a student granted advanced standing or an exemption for a course is not considered to be enrolled in the course.

5. Students with documented permanent disabilities that meet the requirements for a reduced course load in accordance with ministry guidelines can still qualify as a full-time student. Therefore they are also eligible for the tuition subsidy.

Procedure on Tuition Subsidy

6. Dependent children of full-time employees will apply for admission to Niagara College programs through the established admissions process. Under no circumstances will a preferred admissions status be granted.

7. Upon acceptance into a program, the dependent child or full-time employee will pay the normal costs associated with admission into the program through the established process.

8. Tuition and ancillary fees are payable by the due date for the term.

9. The full-time employee of the College will complete a Tuition Subsidy Application form from the Blackboard Portal. Please note this form must be completed for each academic term that the dependent child is seeking the tuition subsidy assistance.

10. The deadline to submit an application will be the audit date for the term in which the student is enrolled. The audit dates are as follows:
    - Fall – November 1
    - Winter – March 1
    - Spring/Summer – June 6
11. Human Resources will confirm that the full-time employee and dependent child are eligible to participate under this practice.

12. After the final grade entry deadline for the term, the Registrar’s department will verify the enrolment status of the dependent child, the full-time program into which the individual has been admitted and the amount of tuition fee that qualifies for reimbursement under this practice. Incomplete grades may delay the processing of the tuition subsidy payment. Grade changes made after the payment is issued will be considered if the change of grade occurs prior to the term end date of the following term. It is the responsibility of the student to notify the Registrar’s Office before the end date of the following term if a grade change to a course in the applicable term could affect the eligibility amount of the subsidy.

13. The dependent child will receive a T4A for the tuition subsidy amount for the year in which they received the reimbursement(s). Financial Services department will arrange for the reimbursement of the tuition subsidy to the dependent child at the conclusion of the academic term.

Other Information

14. You will find a Tuition Subsidy for Dependent Children - Questions and Answers document attached to this practice (Appendix A), please refer to this prior to completing the application process.

15. Should a full-time employee leave the College’s employ or their status changes to less than full-time, the benefits of this practice will cease at the end of the term in which the employment situation has changed.

16. To receive the full tuition subsidy the student must successfully complete the full course load for the term within the applicable term. Students who fail or withdraw from courses will have their subsidy reduced by an amount proportional to the credit value of the course(s) not successfully completed (exempted courses will not reduce the subsidy).

17. Students who have had their subsidy reduced because of a failed or dropped course, and then repeat the course(s) in subsequent terms are not eligible for additional funding, even though they may have paid additional fees. Students who drop to part-time status as a result of course withdrawals will not be eligible for any tuition subsidy.
18. The following table illustrates how the subsidy will be calculated:

<table>
<thead>
<tr>
<th>Program Tuition (1 semester)</th>
<th>Maximum Tuition Subsidy (based on 2008-09 standard tuition)</th>
<th>Normal Full Course Load (in credits)</th>
<th>Courses Successfully Completed</th>
<th>Less Scholarships Received Directly from Niagara College</th>
<th>Subsidy Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1059</td>
<td>$1059</td>
<td>18</td>
<td>18</td>
<td>0</td>
<td>($1059 X 18/18) = $1059.00</td>
</tr>
<tr>
<td>$1059</td>
<td>$1059</td>
<td>18</td>
<td>15</td>
<td>0</td>
<td>($1059 X 15/18) = $882.50</td>
</tr>
<tr>
<td>$1059</td>
<td>$1059</td>
<td>18</td>
<td>15</td>
<td>$500</td>
<td>($1059 X 15/18) - $500 = $382.50</td>
</tr>
<tr>
<td>$2,283 (Degree)</td>
<td>$1059</td>
<td>18</td>
<td>18</td>
<td>$500</td>
<td>($1059 X 18/18) - $500 = $559.00</td>
</tr>
<tr>
<td>$1,596 (Grad. Cert.)</td>
<td>$1059</td>
<td>18</td>
<td>18</td>
<td>$750</td>
<td>($1059 X 18/18) - $750 = $309.00</td>
</tr>
</tbody>
</table>

19. The tuition subsidy will be reduced by the amount of any scholarships received directly from Niagara College. Scholarships received from external sources will not result in a reduction to the tuition subsidy.

20. The tuition subsidy benefit will be available to dependent children for up to a maximum total of eight (8) academic terms.

21. Should a dependent reach the age of 25 during the term they will remain eligible for the tuition subsidy until the end of that respective term. The dependent will not be eligible for the tuition subsidy for any term thereafter as they no longer qualify as a dependent.

22. The College reserves the sole right to rescind this practice at the conclusion of any academic year at any time and for any reason(s) it deems necessary.

**D. Related Documents and Links**

Nil
1. **Are there any programs not covered by this policy?**

   Yes. The Tuition Subsidy practice is not applicable to students enrolled into programs such as apprenticeship programs and tuition short programs such as ESL. These types of programs do not meet the eligibility criteria.

2. **What happens if my dependent changes their student status to part-time?**

   If your dependent becomes a part-time student they will no longer be eligible for any tuition subsidy.

3. **Are we required to pay for the tuition and all ancillary fees prior to submitting the application form?**

   Yes. As part of the admissions/registration process the full-time registered student must pay the tuition fee and all ancillary fees. As per the practice the current per-semester “standard full time tuition fee” will be reimbursed at the conclusion of the academic term if all criteria have been met. Ancillary fees are not covered under the Tuition Subsidy practice.

4. **Does my dependent apply for tuition subsidy at the beginning of the academic year only?**

   No. The application process for tuition subsidy must be completed for each academic semester that the dependent is seeking tuition subsidy assistance.

5. **What happens when my dependent turns age 25?**

   The subsidy will remain in effect until the end of the term in which the dependent turns age 25. If your dependent turns age 25 on January 27th, the subsidy will be in effect until the end of the current term. Once the dependent is age 25 they are no longer eligible for the subsidy.

6. **What is considered a passing grade?**

   A student must achieve a minimum grade of 50% or an S (Satisfactory) to pass a course.