

# MEMORANDUM

TO: All Full-time Employees

FROM: Lisa Nequest, President, OPSEU Local 238  
Walter Boettger, President, OPSEU Local 237  
Shelley Schenk, Manager, Human Resources

DATE: January 11, 2008

SUBJECT: Family Tuition Subsidy

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Effective September 1, 2007 Conestoga College has implemented a Family Tuition Subsidy program. Permanent full-time employees with a spouse/partner or dependent child (as defined by SunLife benefits plan) enrolled in a Conestoga College full-time post secondary or post diploma program will be eligible to receive a taxable benefit of \$500. payable at the end of each successful academic year.

Attached is a copy of the Family Tuition Subsidy form and policy which is now included in the Human Resources Information Manual. Additional copies of the application form are available from Human Resources or from the offices of OPSEU Local 237 or 238. In the future we hope to have the form available on the College's Intranet.

For the Fall 2007 semester the timeline to submit applications to Human Resources has been extended to January 25, 2008.

Please direct your questions regarding the Family Tuition Subsidy to Shelley Schenk, Manager, Human Resources.

**Lisa Nequest**  
Lisa Nequest  
President,  
OPSEU Local 238

**Walter Boettger**  
Walter Boettger  
President,  
OPSEU Local 237

**Shelley Schenk**  
Shelley Schenk  
Manager,  
Human Resources

## Human Resources Information Manual

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**Subject:** Family Tuition Subsidy

**HRI:** 10.80

**DATE ISSUED:** 2007-12-01

**REPLACES:** New

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### **SCOPE:**

Effective September 1, 2007 Conestoga College will subsidize the spouse/partner and dependent children of permanent full-time employees enrolled as full-time students in Conestoga College full-time post secondary and post diploma programs funded by the Ministry of Training, Colleges and Universities.

### **Subsidize:**

Conestoga College will pay a maximum of \$500 per year of a program towards the cost of tuition. Payments will be made at the end of the College's academic year\*. Verification from the Registrar's Office that all tuition and related fees have been paid and that the student is considered to be eligible to continue or graduate will be required. The maximum allowable assistance will be equal to the length of the full time program, i.e. a program designed to be 3 years in length will be eligible for a maximum subsidy of \$1500.00. This will be a taxable benefit to the employee and will be paid on an employee's paycheque.

### **Full –Time Employee:**

For the purpose of this procedure, a permanent full time employee is defined as a person who has been employed full time by Conestoga College for six months or longer at the time of application and includes the following:

- full time permanent employees on development leave under the provisions of the appropriate collective agreement
- full time permanent employees on approved leaves of absence
- full time permanent employees on STD/LTD for a maximum period of two years

### **Family Member:**

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

- spouse
- common-law and/or same sex partner
- dependent child as defined by Sun Life benefits plans, as:
  - an unmarried child under age 21 who lives with the full-time employee in a normal/child relationship, or for whom the full-time employee is appointed legal guardian or
  - an unmarried child who is a full-time student until the age of 25, as long as the child is entirely dependent upon the full-time employee for support, or
  - 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 physical or mental disability

- The academic year is considered by the College to be September 1 to August 31. For programs with a start date other than the Fall semester applications must be submitted no later than the deadline to "withdraw without academic penalty" in the first semester of each of the program's years/levels.

## **PROCEDURE:**

1. Spouses/partners or dependent children of full-time employees will apply for admission to Conestoga College programs through the regular admissions process; no preferred admissions status will apply. The employee is responsible for the payment of all tuition and related fees.
2. Upon acceptance into the program, the employee and student will complete the Tuition Subsidy Application Form and submit the form to Human Resources. Copies of this form are available on the College's Intranet and in Human Resources (appendix A). A new application form must be submitted each year. The completed application form must be received in Human Resources during the first semester of the academic year \* and no later than the deadline to "withdraw without academic penalty", as indicated in the current Student Guide.
3. Human Resources will verify that the employee is a permanent full-time employee of Conestoga College who has worked full-time for six months or longer (as of the date of application) and then forward the form to the Registrar's Office.
4. The Registrar's Office will complete the section verifying the admission of the spouse/partner or dependent child as a full-time student in a full-time program, and the tuition fee payable. The form will be returned to Human Resources.
5. At the end of the academic year\*, the employee to whom the benefit is being paid will provide verification that the student is deemed by the Registrar's Office to be either eligible to continue or a graduate and that tuition and related fees are fully paid.
6. Human Resources will forward the information to the Payroll Department for payment. The Payroll Department will add the amount of the subsidy to a subsequent paycheque of the employee and will ensure the benefit is properly documented in accordance with the provisions of the Income Tax Act.
7. Should a permanent full-time employee cease to have full-time employment with the College, this procedure applies no longer than the completion of the academic year in which the full-time status ended.

- The academic year is considered by the College to be September 1 to August 31. For programs with a start date other than the Fall semester applications must be submitted no later than the deadline to "withdraw without academic penalty" in the first semester of each of the program's years/levels.

## APPLICATION FORM FAMILY TUITION POLICY: CONESTOGA COLLEGE

This application form must be completed by both the registered student and the Conestoga College employee. It must be submitted by the employee to the Human Resources Office no later than the deadline to “withdraw without academic penalty” for the first semester of each academic year\*, which can be found in the Student Guide. (An application must be submitted on an annual basis). NOTE: This information is collected under the Legal Authority of the Ontario Colleges of Applied Arts and Technology Act, RSO 2002 and regulations there under, and is used by the College for administering the Family Tuition Policy and for administrative and statistical purposes of the College. Any inquiries about this authorization may be directed to the Executive Director, Human Resources.

<b>THIS SECTION MUST BE COMPLETED BY THE COLLEGE EMPLOYEE</b>			
NAME: _____			
Last Name	First Name	Middle Initial	
EMPLOYEE NO: _____	ACADEMIC YEAR: _____		
DEPARTMENT/SCHOOL: _____	CAMPUS: _____	EXT. NO.: _____	
<p>I certify that the above employee information is true and complete. My signature indicates that I consent to verification of the information provided by way of reference to my College employee record. My signature also indicates I contractually agree to be governed by the rules and regulations of Conestoga College’s Family Tuition Policy and I am aware the Policy is available on the College’s intranet site or from the Human Resources office. I confirm that the student listed below meets the definition of a family member.</p>			
Signature of Employee: _____		Date: _____	

<b>THIS SECTION MUST BE COMPLETED BY THE REGISTERED STUDENT</b>			
NAME: _____			
Last Name	First Name	Middle Initial	
STUDENT NO: _____	DATE OF BIRTH: _____		
	MONTH/DAY/YEAR		
NAME OF PROGRAM: _____			
CAMPUS: _____	LENGTH OF PROGRAM: _____	YEAR/LEVEL CURRENTLY ENROLLED IN: _____	
	YEAR(S)		
<p>I certify that the above employee information is true and complete. For the purpose of administering the Family Tuition Policy, I authorize Conestoga College to share my registration status with the College employee named in this application as well as Human Resources and Payroll.</p>			
Signature of Student: _____		Date: _____	

<b>OFFICE USE ONLY (Academic Year: _____ )</b>			
<b>Human Resources Office</b> â	<b>Registrar</b> â	<b>Human Resources Office</b> â	<b>Payroll Office</b> â
Is College employee eligible for benefit?	Student’s status for the semester: (after the deadline to withdraw without academic penalty.)	Eligible to continue or graduate	Date benefit paid:
.. Yes .. No	.. FT .. PT .. Withdrawn	.. Yes .. No	_____
If no, list reasons and attach to this form.	Student is enrolled in full-time program	All fees paid	
	.. Yes .. No	.. Yes .. No	
		Amount of benefit authorized	
		\$ _____	
_____ Human Resources Signature	_____ Registrar Signature	_____ Human Resources Signature	_____ Payroll Signature
_____ Date	_____ Date	_____ Date	_____ Date

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