

Columbia College

Partial Tuition Reimbursement for Family Members Policy

NOTE:

Must, Shall, Will:

Should:

May or Could; Can:

Clarification of Terms

These words or phrases indicate actions or activities that are *essential* or *mandatory*.

This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.

These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

POLICY TITLE:

Partial Tuition Reimbursement for employee immediate family members

Introduction

Family members of Columbia College employees have the opportunity to apply for Columbia College partial tuition reimbursement to complete further education here at the college. If approved by the scholarship committee and all the other program admissions requirements have been satisfied, an employee family member could qualify for a partial tuition reimbursement.

Under the following conditions, an immediate family member of a Columbia College employee could qualify for a partial tuition reimbursement, should they be accepted into a seminar, course, workshop or program at Columbia College. However, if sponsored by the government (eg EI), a company, or WCB, the employee immediate family member would not qualify and would follow regulations associated with the sponsoring body.

Definitions

Tuition fees-

Tuition fees are separate from fees related for books and materials, lab fees or other fees.

Employee Immediate Family Member

Consideration on an individual basis will be given to the spouse and children of a Columbia College full time employee, and those who work part time on average 25 hours per week annually.

Policy & Procedure

This policy has been established to support immediate family members of Columbia College employees that wish to enrol in a program, course, workshop or seminar at Columbia College.

To enrol, an employee spouse or child would complete the application process like all prospective students. When this individual reaches the financial stage in the selection process, (ie paying their fees) they would inform the student financial advisor of their relationship to an employee of the college. The student financial advisor would then request the partial tuition reimbursement form from the Accounting department (see attached).

This form once completed and approved, may act as approval for partial tuition reimbursement. If accepted, the applicant shall pay the program/course fees in full at the beginning of the course or program, and upon successful completion at a grade level of C or higher, shall receive partial tuition reimbursement by cheque for the course/program.

An employee immediate family member could qualify for partial tuition reimbursement of up to 50% of the tuition. All other fees identified in the calendar apply and would not be reimbursed (e.g. texts, handouts). If an immediate family member of an employee applies for academic upgrading, the tuition would be based on the tuition approved by Alberta Learning and would be adjusted for the various fees (books) included in the tuition.

The employee will receive a taxable benefit amount on their T4, and the immediate family member will receive a tax credit on a T2202, offsetting the taxable benefit.