

Columbia College Calgary Family Member Tuition Reimbursement Policy

Introduction

Columbia College is a firm supporter of higher learning and is pleased to offer employees the opportunity for their immediate family members to continue their learning at the College. As part of the benefits offered at Columbia College, tuition reimbursements may be provided to eligible employees and their immediate family members.

Definitions:

Eligible Employee

- Must be a regular full time (1.0 FTE = 40 hrs/week) or regular part time employee (0.625 FTE 25 hours/week or more) and completed a minimum of one year of continuous service. Term Certain or Contracted employees are not eligible.
- Must be actively working when course or program starts

Family Member

- Employee's natural or legally adopted child, stepchild or child of your spouse who is under the age of 30
- Employee's spouse

Tuition Fees

- Course or tuition fees associated with Programs offered at Columbia College Calgary.

The following are not eligible for reimbursement:

- Application or registrations fees
- Failed, incomplete or repeated courses
- Texts, equipment, materials, supplies (ie. Laptops)

Policy and Procedure

This policy has been established to support immediate family members of Columbia College employees that wish to enroll in a program at Columbia College.

This does not apply to employees taking courses or programs at Columbia College, please refer to the Columbia College Employee Handbook section 2.1.

The employee will submit the **Family Tuition Pre-Approval** form to HR to determine eligibility of tuition reimbursement prior to enrollment.

Family members must follow Columbia College application policy and admission requirements for entrance to the desired program/course. Upon acceptance, the individual will be responsible for full tuition payment.

Upon successful completion of all program requirements, the employee may submit the completed **Family Tuition Reimbursement Form** directly to the Accounting Department.

After review and approval by VP Finance, designate and HR, the reimbursement of tuition will be calculated according to the Tuition Reimbursement Chart below and payment will be returned to Canada Student Loans or whoever paid the largest portion of the tuition.

Tuition Reimbursement Chart:

Full time employee: 0.94 FTE–1.0 FTE:

80% of Tuition Reimbursement to a maximum amount of \$10 000 total per family member's lifetime.

Part time employee: 0.625 FTE – 0.93 FTE:

65% of Tuition Reimbursement to a maximum amount of \$ 6 000 total per family member's lifetime.

Family members receiving payment or support through the government (example: EI), another company or WCB would not qualify for tuition reimbursements and would follow the regulations associated with the sponsoring body.

As per [CRA](#) the employee's family member will receive a T4A for the full amount of the reimbursement. If the family member meets certain criteria, they may not have to include the amount in income on their income tax and benefit return.

Please contact Accounting/HR prior to student enrollment if you have questions.