

APPENDIX "E"

TUITION SUPPORT PROGRAM

Effective one month following the date of ratification, the nominal value of the fund established for this plan shall be six thousand (\$6,000.00) dollars.

Eligibility

An employee as defined in item 1 below, who has a spouse/partner and any dependent children (under the age of 25 years) is eligible for tuition support payments through this plan.

1. An eligible employee is defined as a regular full-time, regular part-time or temporary employee who works 40% or more of a full-time equivalent position, who has been continuously employed for at least one year or is on a leave in accordance with Article 12.08 or 12.09 (Maternity Leave or Parental Leave) or Long Term Disability or WSIB. An eligible employee must also be on the payroll at the time payments are made through this plan.

Plan

The maximum allowance under this plan is three thousand (\$3,000.00) dollars per academic year, per employee. Employees who work less than full-time, will have their allowance pro-rated to reflect the same percentage as time worked (e.g. 80% time appointment, 80% of three thousand (\$3,000.00) dollars).

If an employee as defined in item 1 above, dies while in service to the University, his/her spouse is eligible for this benefit for the first five (5) years following the death of the member and his/her dependent children are eligible as defined below.

The support allowance can be applied to full-time or part-time undergraduate, graduate, and professional programs offered for credit at Queen's University or any other recognized university or college (as defined below).

If a student has full-time student status the benefit will not be prorated based on course load. In the case of students in a part-time program, the payment will be pro-rated to the number of courses required for the full-time programs at that institution.

To be eligible, the student must meet the admission requirements of the program and maintain academic standing at the institution that they are registered.

Reimbursement

Allowances will be made in two installments. An initial installment will be made upon confirmation of registration for the fall term and once the balance of the fund has been calculated and prorated based on eligible claims if applicable. This sum shall not exceed two thousand (\$2,000.00) dollars per student.

A second and final installment will be made upon confirmation of registration for the winter term and once the balance of the fund has been calculated and prorated based on eligible claims-if applicable. This sum shall not exceed one thousand (\$1,000.00) dollars per student. Students

will be required to provide proof of continuing academic standing at their institution for all academic terms.

Students who are attending an institution where the first term begins during Queen's winter term will receive the calculated amount for the first installment (to a maximum of two thousand (\$2,000.00) dollars) for this term. The amount paid for the second term would be the amount calculated for the Queen's winter term (up to a maximum of one thousand (\$1,000.00) dollars), to be paid during the next Queen's fall term. These applications should be submitted manually by contacting Human Resources directly.

Claimants will provide any and all documentation as required to administer this plan.

There are a number of similar plans with different employee groups at the University. If both parents are employees of Queen's University and each parent is covered under this plan or under a separate plan, only one claim per dependent child will be reimbursed by the University.

All documentation must be received by the Office of the University Registrar by November 30 for the fall term and by March 31 for the winter term.

This is a taxable benefit.

Human Resources will provide a preliminary summary report to the ONA bargaining unit President, detailing the names of the applicants, the amounts approved, and in the case of a rejected application, the basis upon which the application was denied.

The nominal value of the fund established for this plan is six thousand (\$6,000.00) dollars. In the event that the value of the eligible claims is less than the total amount available the unused amount may be transferred to the Child Care Benefit Plan upon request by the QFHT ONA President or designate no later than April 15th. Any unused amount shall not be carried forward and shall not be added to the nominal value of the fund for the following academic year.

Should the total value of the eligible claims exceed the nominal value of the fund, the fund will be reviewed and will be distributed proportionately based on the eligible claims.

Definitions:

Dependent children: natural, step, common law, adopted children or wards under the age of 25 prior to September 1st in the year of application will be eligible to apply for fall and winter reimbursement.

Spouse/partner: a legal spouse, or common law spouse or partner.

Fall term: this period covers September through December; courses taken during this period shall not exceed the maximum allowance of two thousand (\$2,000.00) dollars per student.

Winter term: this period covers January through April; courses taken during this period shall not exceed the maximum allowance of one thousand (\$1,000.00) dollars per student.

Full-time Student Status: full-time status as defined by the attending institution.

Maximum Allowance: The maximum allowance is three thousand (\$3,000.00) dollars per academic year per employee. If an employee submits multiple applications, the maximum allowance for the employee is three thousand (\$3000.00) dollars per employee per academic year.

Prorated Allowance (course load): Is payment made for students in a part-time program; percentage of course load is determined by the attending institution. (e.g. 80% course load = 80% of allowance).

Prorated Allowance (employees who work less than full-time): Payment is prorated to reflect the same percentage as time worked. (e.g. 80% time appointment = 80% of allowance).

Recognized university or college is an institution that: In Canada is a member of, or eligible for membership in, the AUCC or ACCC, and in the United States conforms to the various general guidelines of accreditation used by American universities and colleges and outside Canada and the United States the recognized accrediting body, if any, where i) students undertake study outside Canada and the United States where no recognized accrediting bodies exist, or ii) where students undertake study in discernibly high quality non-university or college based programs, students will apply on a case by case basis to the office of the University Registrar.