

## **Clinical GFT, Adjunct 2 and Adjunct 3 - Tuition Support Plan**

1. Clinical GFT, Adjunct 2 and Adjunct 3 Faculty spouses and dependent children shall be eligible for tuition support through a scholarship plan with a total cost to the University for both tuition and childcare benefits of no more than 135,000 per annum for **2017-18**.
2. Applications for tuition support will be ineligible for consideration for Clinical GFT, Adjunct 2 and Adjunct 3 Faculty who are not fully paid up members of CTAQ at the time of application.
3. 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 and shall be no more than \$3,000 per annum. The amount will be prorated for less than full-time equivalent employment. In the case of students in part-time programs, the payment shall be prorated to the number of courses required for the full-time program in that institution.
4. To be eligible, the prospective student must meet the admission requirements of the program and maintain academic standing at the institution at which it is offered.
5. Awards will be made to the student once per year based on the confirmed registration for each of the spring, summer, fall and winter terms. Students will be required to provide proof of continuing standing in a recognized university or college. In the event that the pool is oversubscribed, each applicant will receive a pro-rated share of the pool.
6. Claimants shall provide all documentation required to administer the Plan by **February 28 for the tuition support of the current academic year**.
7. In the event that the value of eligible claims under both benefit plans is less than the total amount available, the surplus shall be carried forward and added to the amount available in the following academic year. Where monies are returned to the fund after the monies have been distributed, these also will be carried forward to the following academic year. The participation rate, reimbursement levels, funding and administration of this plan will be evaluated each year.
8. The spouses and dependent children of Clinical GFT, Adjunct 2 and Adjunct 3 Faculty on leave, of those receiving Long Term Disability benefits, and of those who have died in service, are eligible for tuition assistance under this plan.
9. Multiple tuition benefit plans exist for different employee groups at Queen's University. Only one claim per child under any plan will be allowed.
10. **Appeal forms are available from the HR Benefits Analyst ([hrbenefit@uqeeensu.ca](mailto:hrbenefit@uqeeensu.ca)). The HR Benefits Analyst must receive appeal submissions within three months (June 30<sup>th</sup>) of the distribution of tuition support benefits of the current academic year. Only significant adversity will be considered when the reason for appealing is a missed deadline.**

Definitions:

1. "Dependent children" are natural, step, common-law or adopted children or wards under 25 years of age.
2. "Spouse" is a legal spouse or common-law spouse or partner.
3. "Recognized university or college" is an institution that: in Canada is a member of Universities Canada (formerly AUCC), or Colleges and Institutes Canada (formerly ACCC), and in the United States conforms to the various general guidelines of accreditation used by American universities and colleges. Where (i) students undertake study outside Canada and the United States and no recognized accrediting bodies exist, or (ii) where students undertake study in discernibly high quality non-university or college based programs, students will apply to the Office of the University Registrar, who shall determine eligibility on a case-by-case basis.

"Tuition" is tuition fees as defined by Revenue Canada for the purpose of income tax deduction.