

APPENDIX A: TUITION SUPPORT PLAN

Eligibility:

A spouse and any dependent children of the following individuals are eligible for tuition support payments through this plan:

- An employee who has been continuously employed for at least one year, and who currently holds a continuing or term appointment of at least one year's duration.

Plan:

1. 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). The maximum allowance under this plan is \$3,000 per academic year, per student. In the case of students not taking a full course load, the allowance will be prorated based on the student's percent course load in comparison with a full-time course load at that institution. Employees who work less than full-time will have their allowance prorated to reflect the same percentage as time worked (eg. 80% time appointment, 80% of \$3,000).
2. To be eligible, the student must meet the admission requirements of the program and maintain academic standing at the institution that they are registered.
3. Allowances will be made in two installments. An initial installment will be made in the fall term upon confirmation of registration and once the balance of the fund has been calculated and prorated among the number of claimants if applicable. This sum shall not exceed \$2,000 per claimant. A second and final installment will be made in the winter term upon confirmation of registration and once the balance of the fund has been calculated and prorated among the number of claimants if applicable. This sum shall not exceed \$1,000 per claimant. Students will be required to provide proof of continuing academic standing at their institution.
4. Applicants 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 \$2,000) 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 \$1,000). These applications should be submitted manually by contacting Human Resources directly.
5. Claimants will provide any and all documentation as required to administer this plan.
6. 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/spouse will be reimbursed by the University.
7. Term dates are as follows: fall term - September through December, winter term - January through April. Courses taken May through August are claimed and paid in combination with the fall term reimbursement. This plan will be administered by the University Registrar and all documentation must be received by that department between September 1 and October 31 for the fall term and between January 1 and February 28 for the winter term.
8. This is a taxable benefit.

9. The nominal value of the fund established for this plan is \$300,000.
10. These funds will be available on July 1 of each year of this Agreement. In the event that the value of the eligible claims is less than the total amount available then the surplus will be carried forward to the next year or transferred in whole or in part to the Child Care Benefit (Appendix D) as requested by the Union no later than April 15th. Should the eligible claims exceed the total amount available per year then the fund will be reviewed and amounts will be prorated based on the number of eligible claims.
11. The funds available for this plan will be reviewed prior to fall and winter payments to ensure appropriate distribution and allocation of all funds.

Definitions:

1. **Dependent children:** natural, step, common law or adopted children under the age of 25 prior to September 1st in the year of application will be eligible to apply for fall and winter reimbursement. Dependent children: natural, step, common law or adopted children under the age of 25 prior to May 1st in the given year of application will be eligible to apply for spring/summer reimbursement to be paid in combination with the fall applications.
2. **Spouse:** a legal spouse, or common law spouse or partner.
3. **Recognized university or college is an institution that:** In Canada is a member of, or eligible for membership in, 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 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.
4. **Full course load:** is 100% course load.
5. **Prorated allowance (course load):** Is payment made for students with a course load of less than 100%; the payment will be prorated based on the student's course load in comparison with a 100% course load at the attending institution.
6. **Prorated allowance (employees who work less than full-time):** Payment is prorated to reflect the same percentage as time worked (eg 80% time appointment = 80% of allowance).
7. **Prorated allowance (available funds):** Payment is prorated among the number of claimants and available funds.
8. **Fall Term:** This period covers May through December; courses taken during this period are combined and the maximum allowance for this period shall not exceed \$2,000 per student.