

## APPENDIX H- TUITION SUPPORT PLAN

### 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. A member of CUPE Local229 who has been continuously employed for at least 1 year and who holds a current continuing appointment, a current continuing term appointment or a current term appointment, or is on a leave from one of those appointments in accordance with Articles 19.07, 19.08, 19.09 or 19.10, or is in receipt of Long Term Disability or Workers' Compensation benefits.

### Plan:

- A. 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 \$4,000 per academic year, per student. If a student has fulltime, 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. Employees who work less than full-time will have their allowance prorated to reflect the same percentage as time worked (e.g. 80% time appointment, 80% of \$4,000.00).
- B. To be eligible, the student must meet the admission requirements of the program and maintain academic standing at the institution that they are registered.
- C. If an employee as defined in Item 1 dies while in service to the University his/her spouse is eligible for this benefit for the first 5 years following the death of the member and his/her dependent children are eligible as defined below.
- D. Allowances will be made in two instalments. An initial instalment will be made upon confirmation of registration for the fall term and once the balance of the fund has been calculated and prorated among the number of applications if applicable. This sum shall not exceed \$2,000.00 per student. A second and final instalment will be made upon confirmation of registration for the winter term and once the balance of the fund has been calculated and prorated among the number of applications if applicable. This sum shall not exceed \$2,000.00 per student. Students will be required to provide proof of continuing academic standing at their institution for all academic terms.
- E. Students who are attending an institution where the first term begins during Queen's winter term will receive the calculated amount for the first instalment (to a maximum of \$2,000.00) 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 \$2,000.00), to be paid during the next Queen's fall term. These applications should be submitted manually by

contacting Human Resources directly.

- F. Claimants will provide any and all documentation as required to administer this plan.
- G. 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 1 claim per dependent child will be reimbursed by the University.
- H. 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.
- I. Human Resources will provide a preliminary summary report to the President or designate, CUPE Local 229 by April 10th, 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.
- J. This is a taxable benefit.
- K. The nominal value of the fund established for this plan is \$90,000.00. Effective July 1, 2011 the nominal value of the fund established for this plan will increase to \$120,000.00. 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 Support Plan (CUPE Local 229) as requested by the President or the designate, CUPE Local 229 no later than April 15. 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.
- L. 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:

- 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 \$2,000.00 per student.
- Winter term: this period covers January through April; courses taken during this period shall not exceed the maximum allowance of \$2,000.00 per student.
- Full-time Student Status: full time status as defined by the attending institution.
- Prorated Allowance (available funds): Payment is prorated among the number of applications and available funds.
- 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, Universities Canada (formerly the AUCC) or Colleges and Institutes Canada (formerly the 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.