

APPENDIX N TUITION SUPPORT PLAN

1. Members' spouses and dependent children shall be eligible for tuition support through a scholarship plan provided by the University with a total annual value of no more than \$671,198.00.
 2. The scholarships 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 \$3,000.00 per annum. 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.
- 2.1 Tuition support for spouses and dependent children of Term Adjunct Members shall be calculated according to the total number of courses and part-courses that the Member has taught or will teach in the applicable year as a percentage of the Normal Teaching Load ("NTL") in their Unit (the "Prorated Percentage". NTL is expressed as a number of Full Course Equivalents ("FCE") taught per year. The following scenarios serve to illustrate this rule:
- In Units with an NTL of **2.5 FCE/yr**, the tuition support will be prorated to twenty (**20**) percent of the full per-annum entitlement for each half (0.5) course (or equivalent) the Member teaches in that year.
 - In Units with an NTL of **2.0 FCE/yr**, the tuition support will be prorated to twenty-five (**25**) percent of the full per-annum entitlement for each half (0.5) course (or equivalent) the Member teaches in that year.
 - In Units with an NTL of **1.5 FCE/yr**, the tuition support will be prorated to thirty-three (**33.33**) percent of the full per-annum entitlement for each half (0.5) course (or equivalent) the Member teaches in that year.
- 2.2 For spouses and dependent children of Continuing Adjunct Members, the tuition support entitlement shall be prorated based on the greater of: (a) the Member's Full-Time Equivalent ("FTE%") expressed as a percentage; and (b) the Prorated Percentage that would apply to the Member if they were a Term Adjunct Member. For Adjunct Members who did not receive tuition support in the Fall term, and who have a successful application in the Winter term, their tuition calculation will be based on \$2,000.00, instead of \$1,000.00.

Where the spouse or dependent child of a Continuing Adjunct Member applies for tuition support in a given year, the Faculty Relations Office shall assess the Member's appointment for that year, during the Winter term, and determine whether their FTE percentage exceeds the Prorated Percentage that would apply to the Member if they

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were a Term Adjunct Member. If so, the Faculty Relations Office shall advise Human Resources that tuition support entitlements shall be based on the Member's FTE percentage. If the Member's FTE percentage does not exceed the Prorated Percentage that would apply to the Member if they were a Term Adjunct Member, the Faculty Relations Office shall advise Human Resources that tuition support entitlements shall be based on the Prorated Percentage.

- 2.3 The maximum tuition support available to a spouse or dependent child of Adjuncts shall not exceed \$3000.00, multiplied by the Member's Prorated Percentage or FTE percentage (as the case may be). In the case of students in part-time programs, the payment shall be further prorated based on the number of courses required to constitute a full-time program at the institution at which the program is offered.
3. To be eligible for tuition support, the prospective student must meet the admission requirements of the program and maintain academic standing at the institution at which it is offered.
4. Awards will be made to the spouse and/or dependent children of a Member in two installments.
 - 4.1 Subject to the last sentence in the first subparagraph of paragraph 2.2, an initial sum of \$2,000.00 shall be awarded as soon as possible in the Fall term upon confirmation of registration. A second installment shall be made in the Winter term after the remaining balances of the fund have been calculated and prorated among the number of applicants. This sum shall not exceed \$1,000.00 per applicant.

In all cases, students shall be required to provide proof of continuing standing in a recognized university or college.
 - 4.2 An eligible applicant attending a Spring or Summer course shall be reimbursed for this session with the first installment.
 - 4.3 Applicants who are attending an institution where the first term begins during Queen's Winter term shall receive an amount equivalent to the first installment (\$2,000.00) for this term. The amount paid for the second term shall be the amount calculated for the Queen's Winter term (up to a maximum of \$1,000.00). These applications should be submitted manually by contacting Human Resources directly.
5. Applicants shall provide all documentation required to administer the Plan, including submission of a completed application on or before the deadlines established by the University.

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6. In the event that the value of eligible applications is less than the total amount available, the surplus shall be carried forward and added to the fund for the following academic year. If the eligible applications exceed the total amount available per year, the fund will be reviewed and amounts will be prorated based on the number of eligible applications. Where monies are returned to the fund after the monies have been distributed, these also shall be carried forward to the following academic year. The University shall apprise the Association annually of the number and amounts of scholarships distributed and of the method of and reasons for the distribution process so that the Association may advise its Members.
7. The spouses and dependent children of Members who are on leave, receiving Long Term Disability benefits, retired, or who have died in service, are eligible for tuition assistance under this plan.
8. If both parents of a dependent child are employed by the University, and each is covered under the Tuition Support Plan or a similar plan, it is acknowledged that, in respect of that dependent child, the University will award only one scholarship per dependent child.
9. **Definitions for the purposes of the Tuition Support Plan:**
 - (a) "Dependent Children" are natural, step, common-law or adopted children or wards under 25 years of age. A Dependent child who is under 25 years of age as of August 31st in any year of application shall receive both installments if they qualify for reimbursement that plan year.
 - (b) "Spouse" is a legal spouse or common-law spouse or partner.
 - (c) "Retiree" is a person who was a member of Queen's faculty, who served continuously for a period of ten (10) years or more, and who has retired from Queen's University.
 - (d) "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 shall apply to the Office of the University Registrar, who shall determine eligibility on a case-by-case basis.