

**Queen's University Senior Administration (Executive)
TUITION SUPPORT PLAN**

1. Senior Administration (Executive) staff's 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 \$130,000.
2. The scholarships can be applied to full-time or part-time undergraduate, graduate, and professional programmes 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 programmes, the payment shall be prorated to the number of courses required for the full-time programme in that institution.
3. To be eligible, the prospective student must meet the admission requirements of the programme and maintain academic standing at the institution at which it is offered.
4. Awards will be made to the spouse and/or dependent children in two installments.
 - 4.1 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. 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.
6. In the event that the value of eligible claims 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 pro-rated 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.

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7. The spouses and dependent children of Senior Administration (Executive) staff who are on leave, receiving Long Term Disability benefits, retired, and 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 the age of 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 served continuously for a period of ten (10) years or more, and who has retired from a senior administrative (executive) position at 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 programmes, students shall 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 Canada Revenue Agency for the purpose of income tax deduction.