 <p>POLICY</p> <p>WRH Universal (WRU)</p>	<p>Document Title: Tuition Assistance</p>	<p>Policy Number: LR-U-101</p>
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<p>Author: Linda Morrow (Director, LWD)</p>	<p>Authorized By: Karen Riddell (COO, CNE) David Musyj (CEO); Executive Committee</p>	<p>Last Revision Date: 11/29/2021 Next Review Date: 11/29/2023 Origination Date: 06/03/2003</p>

Tuition Assistance

POLICY

It is the policy of Windsor Regional Hospital (WRH), with the support of the Windsor Regional Hospital Foundation, to assist in the continuing education of employees to ensure that they will have the appropriate skills and knowledge to successfully fulfill their job requirements.

PURPOSE

Tuition assistance has been created to provide financial assistance for staff that are completing continuing education programs. Tuition assistance is provided through the Course Reimbursement for Tuition Assistance process outlined below.

SCOPE


This policy applies to all active full-time and part-time staff working at WRH (Met, Ouellette & Satellite locations). See further clarification in Procedure item H.

PROCEDURE

Eligibility Criteria

- A. Tuition assistance is available and may be granted to:
 - Active full-time and part-time employees of good standing after successful completion of their probationary period
- B. Employees are required before applying for tuition assistance to search out other sources of tuition support from their respective colleges and associations i.e. RNAO.
- C. The employee must be willing to make a commitment to maintain employment for two years upon completion of courses. A penalty will apply if failing to do so. The addendum agreement for reimbursement of education expenses is part of the [Course Reimbursement Application Form \(# 1449\)](#).
- D. The Canada Revenue Agency (CRA) has deemed that any tuition fees and other related costs paid for by the employer related to an employee's current or future responsibilities are not a taxable benefit. However this amount needs to be included in the calculation as to what can be claimed as a personal deduction on their tax return.
- E. Tuition assistance may be granted to support continuing education programs following two streams:
 1. Preference will be given to those courses which support the work that is currently being performed by the employee in their current position. It is responsibility of the employee to provide evidence in their application that this education will assist in supporting their current work. It is the responsibility of the employee's Manager to review and accept this application based on their knowledge and this evidence. A majority of the annual tuition assistance budget will be used to support these types of applications.
 2. The balance of the corporate funds not used in a budget year may be spent to support continuing education programs that assist employees in pursuing professional development to prepare them for another position within the hospital. It is the responsibility of the employee to provide evidence in their application that this education is intended for this purpose. It is the responsibility of the employee's Manager to review and accept this application.
- F. Individuals must attend courses offered by an accredited university, college, technical, vocational school or recognized association. The course(s) must lead to licensure, degree, and certification and/or meets the criteria of a job requirement or operational necessity.
- G. In order to receive tuition assistance employees must obtain: a "B" or better for Undergraduate courses; maintain a "B" or better for Graduate courses; for Pass/Fail courses, a "P" grade.
- H. For further clarification:
 1. Workshop or conference costs are not eligible for tuition assistance. For workshop/conference costs and inquiries, refer to [Business Expense Reimbursement Policy](#).
 2. Employees working via summer programs or on a temporary basis (i.e. on contract) are not eligible to apply.
 3. Employees who are on leave of absence from WRH (other than parental leave) are not eligible to apply.

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COURSE REIMBURSEMENT FOR TUITION ASSISTANCE:

Eligibility Criteria for Course Reimbursement

To be eligible the employee must:

1. Meet the criteria outlined on page 1 of the policy.
2. Submit their application, approved by their Manager, prior to the start of the course.

Successful applicants will be notified via work email, as to whether their applications have been approved/not approved by Learning Resources. In addition to meeting criteria, these decisions will be impacted by the number of applications and the monies available to provide financial support based on the annual tuition assistance budget.
3. Complete the course within one year of application.
4. Provide proof of completion within two months of course completion.
5. Please note that reimbursement of one course toward a degree or diploma does not guarantee or require the organization to support future applications.

Exclusions to reimbursement

- Travel, parking, lodging and incidental/administrative fees are not eligible.
- Workshop or conference costs are not eligible for course reimbursement. For workshop/conference costs and inquiries, refer to [Business Expense Reimbursement Policy](#).


Course Allotments Per Fiscal Year (April 1 – March 31)

- Full-time employees** - 75% reimbursement for professional developmental courses (tuition portion only) completed in the current fiscal year (April 1 to March 31) up to \$1,000.00 per course, plus maximum reimbursement of \$50 book allowance per course after presentation of receipts;
- Part-time employees** - 50% reimbursement for professional developmental courses (tuition portion only) completed in the current fiscal year (April 1 to March 31) up to \$500.00 per course, plus maximum reimbursement of \$50 book allowance per course after presentation of receipts;
- All employees** - Tuition reimbursement will be limited to three (3) courses per fiscal year (April 1 to March 31).
- To ensure greater flexibility for enrollment, there are no formal intake deadlines, however reimbursement of approved applications are prioritized for those that support current positions and are “first come, first served”. Reimbursements will be discontinued for the year once the yearly budget has been spent.
- To modify from part time to full time course allotment, the employee must have formally changed classification at time of application or while actively participating in the course (not after completion). It is the responsibility of the employee to notify Learning Resources of this change and submit proof prior to completion of the course.

Steps in Course Reimbursement Process

1. The employee must complete a [Course Reimbursement Application Form \(# 1449\)](#) for each course, prior to the start of the course and submit it to their departmental Manager. Applications are to be signed and approved by the Managers. It is the responsibility of the applicant to read and understand the policy regarding eligibility.
2. The department Manager will review the application to determine eligibility of the employee and the course being taken, based on the eligibility criteria. The Manager will complete Section II of the application and submit it to Learning and Workplace Development (Learning Resources). It is the responsibility of the Manager to follow the eligibility criteria related to tuition assistance.
3. The application will be reviewed by Learning Resources to determine that eligibility criteria are met. If met, the applicant will receive a written confirmation of eligibility and the amount of reimbursement.
4. Within 60 days of course completion, the employee must submit their official registration receipt, and/or proof of payment and final grade to Learning Resources ensuring employee's name is on all paperwork submitted. Only the original and/or legible copies of grades and proof of tuition payment will be accepted. Proof of tuition payment consists of one of the following: bank statement, cancelled cheque, cash register receipt, computer-generated report from the college/university, credit card statement, or money order carbon copy. Such proof of payment must clearly indicate the "tuition" portion of the payment. Original receipts for book purchases must also be submitted.

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- Learning Resources will forward the reimbursement requisition to Transform, the Hospital's Shared Service Organization responsible for the Hospital's accounts payable function, and the reimbursement will be made by direct deposit. Staff are to ensure an "Electronic Funds Authorization Form" (found on the Intranet under Finance Department) has been completed and forwarded to Transform.

REFERENCES

Not applicable.