

HUMBER INSTITUTE OF TECHNOLOGY & ADVANCED LEARNING

TUITION ASSISTANCE PROGRAM (TAP) GUIDELINES

STATEMENT

To foster an environment of continuous learning, Humber recognizes the benefits of employees continuing to learn and increase credentials, and pursuing professional development goals through study in recognized certificate, diploma, degree or doctoral programs.

SCOPE

Humber's Tuition Assistance Program is awarded for full-time employees according to the following criteria:

- The applicant must be an active full-time employee at Humber College or University of Guelph/Humber at the time of application and completion of the course
- Regular full-time employees with six months or more of service are eligible to apply for TAP funds for courses that start *after completion* of this initial period of employment
 - Courses taken within a program must have learning outcomes that specifically align with Humber's strategic plan, goals and objectives
 - Courses in subject areas directly related to an employee's present job or necessary to enhance qualifications in their current role or potential future assignment within or outside of a functional career path
- The approval for reimbursement will depend upon the course and its relevance to the employee's current or future potential position
- A maximum of **\$1,000** per employee is available per *fiscal* year (April 1 – March 31)
- If employee completes more than one course per year, applications are only reimbursed for up to the maximum \$1000 allocation for that fiscal year.
- Submissions for TAP reimbursement must arrive at HR Services no later than first week of March in order to be reviewed and accounted for within the current fiscal year
- Reimbursement is for tuition fee costs only, with courses offered from an accredited post-secondary institution or professional association
- Employees who are on sabbatical or maternity/paternity leave may apply for tuition reimbursement
- Courses must be completed within the current fiscal year for reimbursement
- Reimbursement is for **tuition fees only**; books, materials, subsidiary fees, professional membership fees, seminars, travel, conferences, certification exams, or singular events are not applicable
- Courses that are offered within Humber's perks initiative offered at \$20 per course are not eligible
- Should an employee cease employment with the College prior to the completion of the eligible course, the College reserves the right to withdraw the approved funding.
- Employees who withdraw from or do not complete a course are required to notify the Learning and Development Department immediately.
- TAP funds are non-taxable; money granted to you. The reimbursements are not deposited on your pay stub. The money you receive is not to be included as income on your T4 when completing your tax return.

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PROCEDURE

The employee making the request is accountable for obtaining approval from his/her manager prior to enrolling or registering in any course for which they intend to make a claim.

- The employee completes the Tuition Assistance Application form, located at hrs.humber.ca/learning and forwards this to their Manager for approval
- Submit signed and approved application form along with the course outline or description
- Employees may submit application prior to start of course, to inquire about eligibility or pre-approval, along with course description/outline for verification
- Submit proof of payment for the course applying for (web payment, bank statement, payment indicated from institution). Please ensure your name is on the payment slip
- Upon successful completion, submit marks/passing grade, completion certificate, letter or email from institution stating successful completion
- Applications can be submitted at the completion of the course, including all necessary accompanying documentation, for faster approval and processing
- Submissions are forwarded to:
 - Maureen Martin-Edey, Learning & Development Coordinator, HR Services
- Submissions approved by Director, Organizational Effectiveness
- Proof of payment is recognized as your 'invoice' and delivered to Accounts Payable in Financial Services for processing
- Payment is processed via Banner Finance, and takes approximately 2-3 weeks
- Payment is directly deposited into your bank account. This money is non-taxable so appears as a separate deposit – 'Tuition'
- You will be notified by email your TAP is approved and processed and when to expect payment
- If you are pursuing a PhD and working on your thesis, you can apply for TAP funding once a year until completion. You will be required to submit an application each year, including the timeline within the current fiscal year of study, along with a letter from your professor indicating the status of your progression (in good standing).

If you have any further questions please contact:

Maureen Martin-Edey, Learning & Development Coordinator, at maureen.martin-edey@humber.ca