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## Employee Tuition Benefits

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Key Process Area:	Employee Engagement & Culture
Owner:	ED PC
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### POLICY STATEMENT

New Brunswick Community College (NBCC) encourages employees and their families to seek educational opportunities by offering financial support. This policy demonstrates NBCC's commitment to our people and our goal to be an employer of choice.

NBCC supports employees by providing employee tuition benefits including tuition reimbursement (for employees wishing to staying current in their area of expertise) or tuition reduction (for spouses and dependent children of employees who enroll in NBCC programs).

### PURPOSE

This policy describes NBCC's tuition reduction benefit and tuition reimbursement benefit as well as the process related to applications, review, and approval.

### SCOPE AND LIMITATIONS

This policy applies to NBCC employees, excluding casuals, who have completed at least one year of employment with NBCC as well as spouses and any natural and legally adopted child or stepchild of employees who are a dependent child.

This policy does not apply to student costs other than tuition. All mandatory student fees shall remain the responsibility of a prospective student and are not eligible for reimbursement or reduction.

This policy does not apply to non-credit (professional development) courses or programs.

## 1.0 DEFINITIONS

### Dependent Child

the employee's unmarried child who is dependent on the employee for financial care and support and is under the age of 26.

### Spouse

an individual to whom the employee is legally married or with whom the employee shares common law status as defined as cohabitating for a period longer than 12 months.

### Good Standing

academic status when a student's academic achievement is meeting or exceeding the minimum academic requirements of their enrolled program as defined in the Student Standing Policy (1113).

**Good Financial Standing**

The student has his/her tuition paid in full or is on an approved payment plan with the Registrar's office.

**2.0 IMPLEMENTATION****2.1 General**

- 2.1.1** In the review and approval of these benefits, employees, and their spouses and/or dependent child shall not be subject to a financial means test and the availability (or lack thereof) of alternate funding sources shall not be considered in the evaluation of their eligibility.
- 2.1.2** Prospective students, who are also employees, shall be treated as employees for the purposes of this policy and are eligible only to the Tuition Reimbursement Benefit.
- 2.1.3** Where a tuition benefit under this policy is sought for any NBCC course or academic program for which seats are available as both a government-subsidized (regular) program or a cost-recovery program through Professional and Part-Time Learning, the benefit paid shall be based on the tuition cost of the regular program.

**2.2 Tuition Reimbursement Benefit**

- 2.2.1** The Tuition Reimbursement Benefit applies solely to employees of NBCC.
- 2.2.2** Eligible credit courses shall form part of a diploma or degree program at an accredited post-secondary institution recognized by the College.
- 2.2.3** Eligible credit courses shall support College strategic objectives and the department's operational objectives as documented and monitored by an employee Learning and Development Plan.
- 2.2.4** Approved employees may receive a reimbursement of 50% of the cost of tuition fees related to eligible credit courses delivered by a post-secondary institution other than NBCC.
- 2.2.5** Approved employees may receive a reimbursement of 100% of the cost of tuition fees related to eligible credit courses delivered by NBCC.
- 2.2.6** Approved employee must complete course work outside their regular work schedule, and it must not interfere with the operational requirements of the College. Exceptions may be made at the discretion of the immediate supervisor.
- 2.2.7** This benefit may be increased to a maximum of 100% in exceptional circumstances with the approval of a vice-president of NBCC.

**2.3 Procedure for Tuition Reimbursement Benefit**

External to NBCC

- 2.3.1** Reimbursement for non-NBCC courses, if approved, will be made upon successful completion of each course.
- 2.3.2** Employees must complete and submit the Request for Professional Development and Tuition Reimbursement (4000.5070) and forward to their manager in a timely manner following the conclusion of each course. The manager will review and, if appropriate, approve.

- 2.3.3 Employees will then submit an iExpense claim and attach the approved Request for Professional Development and Tuition Reimbursement (4000.5070), the receipt from the institution showing payment of tuition, and a transcript of marks.
- 2.3.4 Tuition for all NBCC courses must be paid at start of the course.
- 2.3.5 Reimbursement for NBCC courses, if approved by manager, will be made upon successful completion of each course. Employees must send the approved Application for Tuition Reimbursement form to AR@nbcc.ca & studentservices@nbcc.ca. Once form submitted, refund process will start.

## 2.4 Tuition Reduction Benefit at NBCC

- 2.4.1 The Tuition Reduction Benefit applies solely to spouses and any natural and legally adopted child or stepchild of employees who are a dependent child (i.e. prospective student).
- 2.4.2 Eligible credit programs shall form part of a full-time diploma or degree program of at least two terms duration at an accredited post-secondary institution recognized by the College.
- 2.4.3 Prospective students who are approved may receive a reimbursement of 50% of the cost of tuition fees.

## 2.5 Procedure for Tuition Reduction Benefit

- 2.5.1 Employees are required to complete an Application for Tuition Reduction – Spouse or Dependent (4414.4639) prior to the end of the first term of the related academic program and forward to payroll@nbcc.ca for review and approval.
- 2.5.2 The Registrar's office will verify successful completion of the academic term and that the prospective student is in academic good standing and good financial standing.
- 2.5.3 Registrar's Office will update the student account in the Student Information Management System (SIMS) to reflect the related financial benefit.

## 3.0 OTHER RELATED DOCUMENTS

Request for Professional Development and Tuition Reimbursement (4413.5070)

Application for Tuition Reduction – Spouse or Dependent (4414.4639)