

Policy Title: Tuition Assistance - Employees

Category:	☐ Institutional - Board ☐ Academic - Administrative ☐ Institutional - Administrative ☒ Employment - Administrative		
Approved by:	☐ Board ☒ President		
Policy Sponsor:	Vice President, Administration and Finance		
Date Approved:	August 27, 2026	Effective Date:	August 27, 2026
Date Last Reviewed:	August 27, 2026	Date of Mandatory Review (expiry date):	August 2031

1. POLICY

CMCC provides a Tuition Assistance Program (TAP) which offers partial reimbursement of tuition fees to encourage eligible employees to upgrade their education and/or skills by enrolling in part-time studies at recognized colleges or universities.

1. Eligibility

- a. Full-time employees who have completed one year of service are eligible to apply for TAP benefits **prior to** their enrolment in a course of study.
- b. Employees must remain actively employed by CMCC throughout the duration of the course of study.

2. Basis of education assistance

- a. Tuition assistance benefits for qualified full-time employees are limited to the cost of tuition for the approved course of study.
- b. The TAP applies to studies that are offered by a recognized educational institution, and
 - in the case of non-degree courses, are related to the specific job which the employee performs, or
 - in the case of degree courses, are designed to broaden and/or expand an employee's knowledge and/or develop their potential to assume greater responsibility within the organization.

3. Reimbursement Amount

Tuition assistance will be 50% of tuition, up to a maximum of \$4,000 per employee per year. Tuition assistance does not include the cost of books, course materials, student fees, or other related expenses.

4. Withdrawal

Employees who withdraw from their program of study prior to the successful completion of their certificate, diploma or degree will be required to notify CMCC, in writing, within 90 days of withdrawing, except in instances of death, in which case no return of funds would be required.

5. Refund Schedule

Employees who choose to leave the employ of CMCC:

- a. Less than one year after completing their certificate, diploma or degree will be required to refund 100% of all tuition assistance received by the employee within 30 days of termination of employment.
- b. Between one and two years after completing their certificate, diploma or degree will be required to refund 50% of all tuition assistance received by the employee within 30 days of termination of employment.

2. PURPOSE

To encourage employees to continually upgrade and develop their skills and knowledge by attending part-time studies at colleges and universities.

3. SCOPE

Full-time non-union employees. Educational Assistance for union employees is governed by the terms of the Collective Agreement between CMCC and the Canadian Union of Public Employees, Local 4773.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

N/A

5. RELATED POLICIES (not a comprehensive list)

- Employment Classifications

6. DEFINITIONS

N/A

7. PROCEDURES

1. Employees wishing to apply for the Tuition Assistance Program (TAP) are responsible for requesting **online** approval (**through UKG →HR Actions**) **prior**

to enrolling in a course of study. Applications will not be accepted for a course of study that has commenced before the filing of the TAP application.

2. The ***Tuition Assistance Application*** and the ***Tuition Assistance Terms and Conditions*** forms require the endorsement of the employee's Division Director and the approval of the Dean/ Vice President which will be completed **online via the HR Action**.
3. Employees can view their approved forms online (under Submitted HR Action) in their respective UKG profile.
4. Employees who are pursuing a certificate, degree or diploma are responsible for requesting that their original transcript be sent directly from the issuing institution to Human Resources at CMCC upon completion of their program. An updated curriculum vitae must also be provided by the employee to Human Resources.
5. Reimbursement can be requested by **completing the final HR Action, *Tuition Reimbursement*** in UKG. Evidence of successful completion of the approved course of study, along with proof of payment of the tuition fees, must be uploaded within this HR Action. Once the Division Director approves the reimbursement request, it will be automatically routed to Payroll for processing.
6. Payroll will process the payment once the transcript (showing successful completion), proof of payment, and a completed/authorized ***Tuition Reimbursement form*** via the HR Action have been received.
7. Payroll is responsible for issuing any reimbursements directly to the employee within two weeks of receipt of approved documentation.
8. Exclusions:

The following types of programs are not eligible for tuition assistance reimbursement unless taken at the specific request of CMCC:

- a. vocational correspondence courses, or hobby type courses.
- b. courses offered through non-accredited colleges or universities and professional organizations.

The determination of qualified courses, colleges, universities and/or professional organizations is at the sole discretion of CMCC.

9. **FORMS** available as **HR Action(s) on UKG**. Completing each step listed below will ensure all documents and appropriate approvals are requested for processing.

Log in to UKG, go to MY HR from the three-bar menu item (top left side); scroll to HR Actions and select the following forms:

- Step 1 - Tuition Assistance Application Form
- Step 2 - Tuition Assistance Terms & Conditions
- Step 3 - Tuition Assistance Reimbursement Form

8. HISTORY

New Policy Approved (date):	
Policy Revision History (dates):	January 3, 2003 January 19, 2012 April 30, 2020 Title change from Education Assistance to Tuition Assistance – June 27, 2024 May 29, 2025 August 27, 2026

9. ATTACHMENTS

None