

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Tuition Fee Subsidy Policy

EFFECTIVE DATE: October 21, 2008

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

1.2.1 All full-time employees.

1.3 Purpose and Principles

1.3.1 To recognize employees' contribution to Canadore College and to encourage their family members to pursue post-secondary education opportunities with the College.

1.3.2 The tuition subsidy is an "incentive" for family members of College employees to enroll in a Canadore College program. *The tuition fee is only a portion of the funding and fees received by the College for a full time registrant.*

1.4 Policy

1.4.1 Canadore College will sponsor 50% of the **tuition fee** for year 1, 60% for year 2 and 70% for subsequent years for the married or common law spouse of either sex and/or dependent children under the age of 25 years old, of full-time Canadore College employees who enroll in a "pre-" and/or full-time post-secondary Canadore College program.

1.4.2 One full-time post-secondary program per individual per lifetime will be eligible and each semester must be successfully completed as a condition of receiving further tuition fee subsidy.

1.4.3 Definitions:

Sponsor: Sponsorship means that the College will pay 50% of the current per-semester 'standard full-time tuition fee' that is charged for a 'standard post-secondary program' for year 1, 60% for year 2 and 70% for subsequent years. The maximum benefit cannot be exceeded, even if the registered student is enrolled in a program with a tuition fee that exceeds the standard full-time tuition fee.

The tuition fee excludes all other associated costs for the program or course tuition such as, but not limited to, ancillary fees, activity fees, textbooks, lab fees or materials, parking, etc.

Canadore College Program: For the purpose of this policy, a Canadore College Program is defined as a full-time credit program of Canadore College, funded by the Ministry of Training, Colleges and Universities, and taught by Canadore College faculty.

Full-Time Employee: For the purpose of this policy, a full-time employee is defined as a person who has been employed full-time by Canadore College for six months or longer.

Family Member: A family member is defined as an individual whose relationship to a full-time College employee is one of the following:

- Married or common law spouse of either sex
- Dependent child, under the age of 25 years old

2. ROLES AND RESPONSIBILITIES

2.1 Board of Governors

The Board of Governors is responsible for the initial approval of the policy and subsequent amendments.

2.2 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and bring forward amendments as required.

3. EVALUATION

This policy will be evaluated every three years as part of the Board's regular policy review process.