



HR XX Tuition Credit Program (Spouses and Dependents)

Classification:	Human Resources
Responsible Authority:	Director, People and Culture
Executive Sponsor:	Vice President, Finance & Administration
Approval Authority:	Executive
Date First Approved:	2018-02-01
Date Last Reviewed:	2022-12-01
Mandatory Review Date:	2027-12-01

PURPOSE

This program provides tuition credits to eligible dependent children and spouses for tuition fees payable for credit courses in University programs leading to the individual's first undergraduate degree.

SCOPE

This Policy forms part of the *Terms and Conditions of Employment for Non-Union Employees* and applies to all employees of the University not otherwise covered by a Collective Agreement.

The Procedures under this Policy apply to all employees eligible for the Tuition Credit program. Should there be a conflict between this document and a Collective Agreement between the University and one of its employee groups the applicable Collective Agreement will govern.

DEFINITIONS

For the purposes of this policy:

1. "Dependent" means the child of an employee who is less than twenty-six (26) years of age and is dependent on the employee for support. This includes:
 - a. the employee's biological children;
 - b. persons the employee is adopting and/or who has adopted;
 - c. stepchildren of the employee; and,
 - d. persons for whom the employee is the legal guardian.
2. "Eligible employees" shall be defined as those with regular, full-time appointments (including continuing Sessional appointments) at the University as well as those regular, full-time appointees who are on Long Term Disability.

3. "Spouse" includes the employee's Spouse, Common-Law Spouse or Domestic Partner as defined by the Nova Scotia *Parenting and Support Act, 2015, c. 44* and includes same-sex and opposite-sex partnerships.
4. "Full-time studies" means a student who is registered Full-Time as defined by the Nova Scotia Student Assistance Program Office. As of the date of this policy, this was 60% of a full course load or 9 credits per term (40% or 6 credits per semester for students with a disability).

POLICY

The University will provide tuition credits to dependents and spouses of eligible employees registered in full-time studies during their first undergraduate degree (excluding the Bachelor of Education). The tuition credit shall be equal to one-half (1/2) of the assessed tuition (less the Nova Scotia Tuition Bursary). All other fees remain the responsibility of the student.

The number of credit hours eligible for tuition credit will not exceed the minimum required for the student's degree program (normally 120 credit hours for a four-year degree).

Academic Standing

To be eligible for the tuition credit, the student must:

- Satisfy the University's entrance requirements;
- Meet the academic requirements of the program in which they are registered; and,
- Continue to maintain good academic standing as defined in Section 3.11.d of the Academic Calendar.

Students who fail to maintain good academic standing will be ineligible for further tuition credits until such time as they regain good academic standing.

Should an employee's employment with the University terminate following the start of an academic term, the student will be permitted to retain the tuition credits for the remainder of that academic term.

Canada Revenue Agency regulations require the tuition credit to be reported as a bursary or scholarship on a T4A slip issued to the spouse or dependent.

PROCEDURES

Employees must complete a Tuition Credit Program form, available from the Human Resources website, and return it to Human Resources. The deadline for application for tuition credits will be:

Fall/Winter Semester:	August 15
Spring/Summer Semester:	April 30

Following approval by Human Resources, the form will be provided to Student Accounts who will apply the tuition credit.

Any exceptions to this policy must be approved in writing by the Director, People and Culture.

SUPPORTING DOCUMENTATION

- Tuition Credit Program Form
- Canada Revenue Agency: Scholarships, bursaries, tuition and training

RELATED POLICIES

- Terms and Conditions of Employment for Non-Union Employees