



HUMAN RESOURCES POLICY

EMPLOYEE TUITION ASSISTANCE (for NLC Courses)

EFFECTIVE: October 1991

REVISED: August 2010

RELATED POLICIES:

POLICY

As a learning institution, the College recognizes the value of providing learning opportunities to its staff. Therefore, College employees are welcome to take courses conducted by the College. Under certain conditions, the College will afford the tuition fee for an approved course taken by an employee.

PROCEDURE

Regular employees or temporary employees with three (3) months service will be considered for tuition assistance for courses.

Regular employees who voluntarily enroll in Northern Lights College's Continuing Education, Part-time Vocational or Academic programs will be considered for tuition assistance as per the following guidelines:

- When course times conflict with an employee's regular work hours, the employee may seek authorization from his/her immediate supervisor to adjust his/her work schedule. Supervisors will assess the operational impact to the department when considering requests.
- Courses approved by the Director, Human Resources that do not relate to the employee's job duties may be considered a taxable benefit in accordance with the Canada Revenue Agency guidelines.
- The College reserves the right to limit the number of College employees in any given course.
- The employee must satisfy normal course prerequisites.
- Only the course tuition is covered. The employee must cover books, and all ancillary fees.
- Only those requests received in Human Resources a minimum of 5 days prior to the course start date will be considered.
- If an employee does not successfully complete a tuition assisted course, there is no penalty to the employee.
- If an employee finds s/he cannot complete the tuition assisted course and must withdraw, s/he must follow the same guidelines as other College students but the eligible tuition refunds will be coded back to the budget area that funded the enrollment.
- Employees requesting tuition assistance must complete and sign the "Tuition Fee Waiver" form available on our website and forward it to their supervisor. If the request is

supported by the supervisor they will sign and forward the form to Human Resources.

- Fee waiver forms must be submitted electronically.
- For courses that are relevant to the employees work, only those courses that have been budgeted for will be approved by the Human Resources department. Training that is mandatory will be approved but funding for other non-mandatory training will be reallocated to cover the cost of the non-budgeted training.