

REIMBURSEMENT OF TUITION FEES FOR MANAGEMENT AND PROFESSIONAL (NON-OPSEU) STAFF

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1. Huron University College will reimburse its management and professional (non-OPSEU) staff, upon successful completion (credit granted) of the course, 100% of tuition costs for any course taken at Huron University College.
2. Huron University College will also reimburse members of this employee group for tuition costs for approved credit courses successfully completed at the University of Western Ontario, its affiliate colleges, or other accredited postsecondary institutions in Canada, with this reimbursement not to exceed in any fiscal year an amount equal to 100% of Huron University College's current average tuition charges for two full-year undergraduate credit courses in Arts and Social Sciences. The average will be calculated by taking the tuition charges for each undergraduate year and dividing by 4.
3. In order for an administrative staff member to be reimbursed for courses taken at an institution other than Huron University College, the staff member's supervisor must approve the courses to be taken, and the tuition cost must be included in the unit's approved budget for that fiscal year.

(Note: While tuition payment will normally be made as a reimbursement to the staff member, administrative staff may request approval from their supervisor for upfront payment of tuition in cases of individual need. If a course approved to be paid for in advance is not successfully completed, the staff member will be required to reimburse the College for the tuition that has been advanced.)