1. Objective

This regulation aims to create conditions favourable to the professional development and advancement of administrative staff in order to obtain or maintain accreditation or certification, with other training requests being managed by Human Resources Services.

2. Regulation

Administrative staff members eligible for all benefits may receive a refund for tuition fees upon presentation of proof of successful completion of a course or study program, subject to the following conditions:

- that, prior to enrolment, the study program or course, as well as reimbursement of tuition fees, be recommended by the head of the employee’s administrative unit;
- that the recommendation be supported by Human Resources Services;
- that the recommendation be approved by the University’s Executive Committee;
- that the cost of the course be budgeted;
- that the employee’s work is not affected by the studies.

3. Implementing rules

3.1 All recommendations must be submitted to Human Resources Services by the head of the employee’s administrative unit. The request must specify the reasons for the recommendation and the course title and include a detailed schedule.

3.2 Tuition fees must first be paid by the member of the administrative staff. These expenses will be reimbursed according to the terms of this regulation.

3.3 When a reimbursement is made, it is done upon presentation of a written request, one copy of which shall be sent to Human Resources Services together with a statement of marks obtained.