

Number:	RHR-222
Title:	Tuition Fee Exemption
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	May 30, 2018
Approved:	May 30, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

This regulation is intended to determine the terms of application for the exemption of tuition fees for employees' spouses and dependents who are enrolled in programs of studies at Saint Paul University.

2. Definitions

Spouse: a person who is married to the employee in a religious or civil ceremony, or, although not legally married to the employee permanently cohabits with him in a conjugal relationship which is recognized as such in their community of residence, for at least one year at the time the request was made, and which was declared as the spouse of the employee. The term conjugal relationship is presumed to apply equally to same-sex partners.

Dependents: children (except children in foster care), grandchildren, nieces and nephews, brothers and sisters who depend on the eligible member for their livelihood. Eligibility is determined according to the Canada Revenue Agency criteria.

3. Regulation

3.1 Eligibility

Only the spouse and dependents under the age of twenty-seven of the following persons may be exempted from tuition fees when they enroll in courses or regular study programs which are subsidized at Saint Paul University:

- faculty members who are members of the Professors' Association of Saint Paul University;
- administrative staff who have regular full-time jobs and are fully eligible for benefits;
- members of the Board of Governors of Saint Paul University and members of the Board of Governors of the University of Ottawa;
- teaching and administrative staff of the University of Ottawa who are eligible for benefits provided by their employer under the provisions of Regulation 8 of the University of Ottawa;
- retired staff members who met the above conditions at the time of retirement and are not older than 70 years of age;

- staff members deceased no more than twelve months from the date of enrollment of the spouse or dependents and who meet the above conditions at the time of death;
 - the eligibility of the spouse or dependent for financial support may, however, not exceed April 30 following the death.

3.2 Type of financial support

The exemption of tuition fees relates to a credit equivalent of 100% of the tuition fees applied to a student's account, under the following conditions:

- students who are exempted from tuition fees must pay incidental and associated fees;
- students who are entitled to an exemption from tuition fees and who have obtained either a financial aid or merit scholarship specifically intended to pay for tuition must chose either the exemption, financial aid or the merit scholarship;
- except in the case of death, where the benefit is granted until April 30 following the staff member's death, the exemption of tuition fees is limited to the session which follows the termination date of a staff member whose spouse or dependent has enjoyed the benefits under this regulation;
- the application form for exemption of tuition fees must be completed and submitted to Human Resources Services before the end of the month preceding the beginning of each session: August 31 for the fall session, December 31 for the winter session, and April 30 for the spring/summer session.

In accordance with the income tax laws, the value of the financial support associated with tuition is considered taxable to individuals receiving the benefit (the students) and the University shall issue a T4A slip to the student for any exemption associated with paid tuition awarded.

4. **Reciprocal Agreement with the University of Ottawa**

Article 16 of the Federation Agreement (2010) between the University of Ottawa and Saint Paul University provides for reciprocity between the two teaching institutions. Please refer to *Policy 22 – Tuition Fee Financial Support for Spouses and Dependents of University of Ottawa Staff Members*.

You may get an application form for exemption of tuition fees for the University of Ottawa at Human Resources Services of Saint Paul University.