



Number:	RHR-222
Title:	Tuition Fee Financial Support
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	May 30, 2018
Approved:	May 30, 2018 by the Board of Governors
Revision approved:	January 10, 2024 by the Administration Committee <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 govern the Tuition Fee Financial Support program for employees, their spouse and dependents who are enrolled in programs of studies at Saint Paul University, which seeks to attract and retain employees.

2. DEFINITIONS

“Canadian Fees”: Tuition fees for Canadian Citizens and Permanent Residents established in accordance with the rules governing university fees, as established by the Board of Governors.

“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.

“Eligible tuition fees”: Any regular funded course or program of study at Saint Paul University up to the maximum applicable Canadian fees.

“Employee”: Any person who are members of the regular administrative and management staff.

“Regular funded course or program”: A course or program for which Saint Paul University receives funding from the Ministry of Colleges and Universities (MCU) as part of an approved curriculum.

“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.

“Student”: The person who is taking a course at Saint Paul University.

3. REGULATION

3.1. Eligibility

The following individuals are eligible for the Tuition Fee Financial Support program:

- employees 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 the Tuition Fee Financial Support program granted by their employer under the provisions of Regulation 22 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 Tuition Fee Financial Support consists of a credit covering 100% of the eligible tuition fees applied to the student’s account, under the following conditions:

- students must pay incidental and ancillary fees;
- students in this program and who have obtained either a financial aid or merit scholarship specifically intended to pay for tuition must choose either the exemption, financial aid or the merit scholarship;
- except in the case of death, where the support is granted until April 30 following the staff member’s death, the program is limited to the term which follows the termination date of a staff member;
- the application form for the Tuition Fee Financial Support program must be completed and submitted to Human Resources Services. Applications may be completed for two consecutive terms in the same academic year, but the Tuition Fee Financial Support will be awarded only one term at a time, to allow for eligibility to be verified.
- Requests must be submitted by the end of the first month of each term: September 30 for the fall term, January 31 for the winter term, and May 31 for the spring/summer term. Failure to submit within the requested timelines may result in a refusal or penalties and late fees.

In accordance with the income tax laws, the value of the tuition fees financial support is taxable for individuals receiving the benefit (the students), except employees and the University shall issue them a T4A slip. This includes all tuition fees financial support given to spouses and dependents.

4. AGREEMENT WITH THE UNIVERSITY OF OTTAWA

Article 15 of the Federation Agreement (2019) 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.