



THE SHERIDAN COLLEGE INSTITUTE OF
TECHNOLOGY AND ADVANCED LEARNING

Tuition Reimbursement for Sheridan Employees Procedure

Original Date: April 14, 2015

Date of Approval: February 27, 2024

Effective Date: February 27, 2024

Last Review Date:
February 27, 2024

Approved By:
Associate Vice
President, HR

1. Purpose

This Procedure outlines the steps required for an employee to apply for, and if approved, access reimbursement related to the Tuition Reimbursement for Sheridan Employees Policy.

If this document is required in an accessible format or with communication supports, please contact: cpod@sheridancollege.ca

2. Scope

This Procedure applies to all full-time, non-probationary employees who request financial assistance through a reimbursement program toward completion of a Domestic or International Academic Credential outside of Sheridan. The Academic Credential must be deemed to complement Sheridan's strategic direction, as determined by their immediate manager, Dean/Director, Associate Vice-President or Vice-President and a Sheridan selection committee. Priority will be given to applications that fully support Sheridan's needs for advanced credentials.

Nothing in this Procedure restricts an employee from exercising their rights under a relevant collective agreement.

3. Definitions

"Course(s)" must lead toward a college diploma/advanced diploma (support staff only), a baccalaureate, master's or doctoral degree at a Recognized Institution.

"Domestic Academic Credential" means documented evidence of learning based on completion of a recognized program of study at a Recognized Canadian Institution.

"Eligible Employees" are defined as non-probationary full-time Academic, Administrative and Support staff.

“Full-Time Employees” include Eligible Employees hired on an ongoing basis as academic, support and administrative employees at more than 35 hours per week and includes those on a Leave of Absence.

“International Academic Credential” means documented evidence of learning based on completion of a recognized program of study at a Recognized Institution located in a country other than Canada.

“Leave of Absence” means a leave from Sheridan including professional development (i.e., sabbatical), Short Term Disability, Long Term Disability, parental, maternity statutory leaves, bereavement, jury duty, leave with pay, leave without pay.

“Recognized Institution” is a public or private institution that has been given authority to grant degrees, diplomas, and other credentials by a public or private act of the provincial/territorial legislature or through a government-mandated quality assurance mechanism.¹

4. Procedure

4.1 Standard of Achievement and Reimbursement Process

After an employee has been approved for tuition reimbursement, they are eligible for reimbursement on a Course-by-Course basis upon successful completion of each Course provided they achieve a minimum grade of "B" or equivalent (e.g. a letter of good academic standing). Courses completed prior to receiving approval will not be reimbursed. Reimbursement will not be retroactive in its application.

Using Sheridan's expense software, the employee must submit a transcript showing the Course grade and evidence of tuition fees paid for the Course completed (e.g. a copy of the tuition receipt) for reimbursement. Receipts must indicate a clear breakdown of tuition fees that includes an itemized list of costs. Ancillary and other non-tuition related fees (student activity fees, admission fees, late registration fees, material, lab or any other ancillary fees) are not reimbursed.

4.2 Amounts

Each full-time eligible employee who is approved will be eligible for a reimbursement of 50% of tuition fees in the Canadian dollar equivalent according to Academic Credential and lifetime maximums.

4.2.1 Credential Maximum

The maximum amounts granted for each Academic Credential are as follows:

- Up to \$ 3,000 for a diploma/advanced diploma (for support staff only)
- Up to \$ 5,000 for a baccalaureate degree
- Up to \$10,000 for a master's degree
- Up to \$15,000 for a doctoral degree

¹ [The Canadian Information Centre for International Credentials, 2019](#)

4.2.2 Lifetime Maximum

Eligible Employees can reapply for subsequent Academic Credentials to a maximum of \$15,000 for tuition assistance over the span of their full-time employment at Sheridan. (e.g., Employee applies for and receives reimbursement for MA degree, completes and then applies for and receives reimbursement for PhD as per funding maximums).

Reimbursement is limited to tuition costs only. Student activity fees, admission fees, late registration fees, material, lab or any other ancillary fees are the responsibility of the employee.

The employee will acknowledge and advise the Centre for People & Organizational Development (CPOD) if additional payments are going to be received from other sources (e.g., scholarships, teaching assistant monies). The employee shall not profit from these payments when combined with tuition reimbursement from Sheridan. Total combined payments should not exceed 100% of total tuition fees.

Eligible Employees may apply for [Sheridan's Professional Development Fund](#) to access further monetary support for tuition fees not covered by this Policy and Procedure if they exceed the credential or yearly maximums listed above.

4.3 Reimbursement Timelines

If approved for tuition reimbursement, the employee must access tuition reimbursement within one (1) year from their initial approval date. After this date if the employee has not accessed the reimbursement, their allocation will be returned for distribution to future applicants. In addition, reimbursement approval will continue to be available to the employee for up to eight (8) years from the initial approval date provided that the reimbursement was first accessed within the first year of approval.

4.4 Responsibilities

Eligible Employees are responsible for meeting all application requirements for this fund and to ensure their application and supporting documentation are submitted by the appropriate application deadline.

It is expected that participation in the academic program will not interfere with the employee's regular duties and responsibilities.

Employees are expected to complete the program of study for which they are receiving tuition reimbursement support from Sheridan. Please note, if approved for reimbursement, the Tuition Reimbursement Selection Committee will require an annual report on the status of each employee's academic studies.

Employees are expected to share their learning experiences with the Sheridan community through workshops, classes, written articles, etc.

Employees are expected to remain as Full-Time Employees of Sheridan for a minimum of one (1) year following receipt of the last tuition reimbursement payment. Should the

employee leave Sheridan before that year is completed, they will be responsible for paying back all tuition reimbursement payments received from Sheridan.

4.5. Academic Credential Verification Requirements:

At the application stage, if an employee is pursuing an International Academic Credential, Sheridan will require an official pre-evaluation from World Education Services (WES) to confirm the Canadian educational equivalency of the credential. If the pre-evaluation does not confirm the credential's equivalency in Canada, the application will likely be considered ineligible.

Following completion of a Domestic or an International Academic Credential, as per the *Employee Academic and Professional Credential Policy*, employees must arrange for original documents that confirm the employee has the Academic Credential to be delivered to Sheridan's Human Resources (HR) Department.

For a Domestic Academic Credential, a sealed, official transcript is to be submitted directly from the granting institution to the HR Department.

For an International Academic Credential, a sealed, official evaluation is to be submitted directly from WES, the International Credential Assessment Service of Canada, or Comparative Education Services at the University of Toronto (or equivalent approval agency) to the HR Department.

4.6 Approval Process

4.6.1 Submission Deadlines

The due dates for submission of applications for tuition reimbursement are the **first** Monday in June and November of each year the reimbursement is available. Employees who submit an application will receive notification of their status by the first Monday in July for the June submission deadline and the first Monday in December for the November submission deadline.

4.6.2 Application Process

Step 1 – The employee completes an [application form](#) for consideration of tuition reimbursement related to their program of study. The employee's letter of acceptance to their program of study from the educational institution must be attached to their application.

Step 2 - The employee meets with their manager to determine support for the application. The manager reviews the applicability of the Academic Credential to Sheridan's strategic direction. If supported, the manager completes the manager-designated section of the application and signs the application indicating their endorsement. If not supported, the manager will indicate this on the application and return it to the employee for further discussion.

Step 3 – If endorsed by the manager, the employee submits the documentation noted in step 2 to the senior leader (i.e., Dean/Director, Associate Vice-President or Vice-President) of their Faculty/Department to secure their signature of endorsement on the application.

Step 4 - The senior leader reviews the documentation and

- a) returns it to the employee's manager for further discussion, or
- b) returns it to the employee with their signature indicating approval for final submission.

Step 5 - The responsibility to submit a full and complete application rests with the employee. This includes all required supporting documentation which must be submitted to CPOD (cpod@sheridancollege.ca) by the published submission deadline date.

Step 6 - A Sheridan committee of leaders assesses applications against the pre-established criteria based on Sheridan's requirements and priorities and in consideration of the funds available. The decisions of the selection committee are final.

If the application is approved, the employee:

- Will be considered to be approved for all future Courses required for the Academic Credential as per the reimbursement timelines above;
- Will be reimbursed on a per Course basis as per the requirements above;
- Will register and pay the tuition fees for the approved Courses;
- Upon successful completion of each Course, submit a completed expense form with the original official receipt of tuition fees paid and a copy of a transcript or other official report showing the grade report for the Course.

If the application is not approved, the employee will receive notification from CPOD. Employees who are unsuccessful in achieving approval for tuition reimbursement may be eligible to re-apply one additional time only if the business case for the credential has changed significantly to warrant re-evaluation. Standard application deadlines will still apply.

Step 7 – After receiving approval, the employee, upon successful completion of each Course, will submit expenses through expense software. CPOD will record and track the Course completion in the employee's Tuition Reimbursement file.

5. Related Documentation

[Employee Academic and Professional Credential Policy](#)

[Employee Access to Sheridan Courses at a Reduced Rate Policy](#)

[Sabbatical Leave Policy for Sheridan Employees](#)

[Tuition Reimbursement for Sheridan Employees Policy](#)

Tuition Reimbursement for Sheridan Employees Application