

Title	Educational Assistance
Number	D6001
Category	Human Resources

1. PURPOSE

To provide financial assistance to employees to support individual development plans and the achievement of career development needs.

2. DEFINITIONS

Educational assistance – financial assistance for tuition, registration and, if applicable, books, instructional materials, transportation and living expenses.

Employee – an individual employed and paid by the College to provide services on its behalf. For the purposes of this policy, an employee is an individual employed on a permanent full-time or permanent part-time basis.

Individual development plan – a self-assessment tool to help guide a discussion between an employee and his/her leader related to the individual’s professional goals.

Program – general, functional or technical education, certificate, degree or professional designation program, or management or leadership development education which may or may not be offered by Langara College.

Service commitment – written commitment to continue working at the College at a normal or pre-program workload level for a specified period of time following completion of the program.

3. POLICY

- 3.1. The College will provide educational assistance for enrolment in a program related to an employee’s professional goals and congruent with the College’s strategic direction and operational goals. Educational assistance is not intended to support expenses related to personal interest training or attendance at conferences, workshops or seminars.
- 3.2. Program selection may be initiated by the employee or by the College.
- 3.3. Permanent part-time employees are eligible for educational assistance pro-rated to their full-time equivalent level (FTE).
- 3.4. An employee’s participation in a program will not interfere with the regular operations of the College.
- 3.5. An employee who participates in a program at the request of the College will not be required to make up time for any portion of the program held during scheduled work hours.
- 3.6. Requests for educational assistance will be processed upon presentation of the official documentation that confirms successful program completion and original receipts for pre-approved expenses as applicable.

- 3.7. Employees must submit an Educational Assistance Application Form to their Department Chair or immediate supervisor for approval prior to registration in the program. Once approved, the Department Chair or immediate supervisor will submit the form to their Dean, Senior Leader or designate. Employees must submit a Request for Tuition Fee Reimbursement Form to their Department Budget Officer for approval prior to registration in an individual course.
- 3.8. The College requires a written service commitment from employees who receive educational assistance in the amount of \$10,000 or more.
- 3.9. Employees may be required to reimburse the College for educational assistance when they do not successfully complete a program.
- 3.10. An employee is eligible for educational assistance to a maximum of \$50,000 over the span of his/her employment with the College.
- 3.11. The College will report educational assistance defined as a taxable benefit in accordance with Canada Revenue Agency regulations.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Vice-President, People Services.

5. REGULATIONS/PROCEDURES

[Educational Assistance Procedures](#)

[Educational Assistance Application Form](#)

History/Revision	
Origination Date	February 21, 2017
Amendment Date	Not applicable
Next Review Date	February 21, 2020