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**Procedure**

1. Educational assistance in the form of a subsidy may be paid to staff upon successful completion of approved courses, which may include courses offered by a university, community college, or recognized professional association.
2. The amount of subsidy for any course will be limited to 75% of tuition fees for training, which is directly job-related and relevant to the employee's current responsibilities, and 50% of tuition fees for training that is not directly related but has specific relevance to the employee's professional growth plan and will contribute to the organization's succession planning or will assist in an area that been identified as having a particular skill shortage or anticipated skill shortage.
3. Reimbursement will be limited to a maximum of \$500 per course. The maximum amount reimbursed per school year (including summer courses) will be \$1000.
4. The subsidy will not apply to courses completed by an employee while they are on paid or unpaid leave from the organization.
5. Requests for support to attend conferences or outside seminars are not covered by this Procedure; however, these requests should be submitted to the General Manager for consideration.
6. An Application for Tuition Reimbursement Form must be approved at least four weeks prior to the course start date.

## Application for Tuition Reimbursement

- Note:** Failure to submit a request for tuition reimbursement four weeks prior to the commencement of a course will disqualify the application. Please refer to the Tuition Reimbursement Policy and Procedure for additional information.
- Note:** Subject to available funds and on approval, up to 75% of tuition fees for training which is directly job-related, and 50% of tuition fees for other approved training will be reimbursed upon proof of successful completion of the course.

### Part A: To be Completed by Applicant (print or type please)

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Location \_\_\_\_\_

Course will be taken through \_\_\_\_\_ at \_\_\_\_\_  
Course Location

\_\_\_\_\_ Name of Institution

or

\_\_\_\_\_ Professional Association

Course Code	Course Title	Degree Credit	Diploma Credit	Certificate/ Prof. Designation	Tuition Fee	Course Starts	Course Ends

This course will improve my performance in my present job OR prepare me for future positions at OSTA by: (please include in the space below or back of form a brief rationale)

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant

Briefly state how this training is related to the applicant's present job OR how it will improve his/her contribution to OSTA.

\_\_\_\_\_ Approved

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Supervisor

#### General Manager Approval

Date Rec'd. \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_