


<b>Administrative Procedure Tuition and Book Reimbursement</b>	
	<b>Department:</b> Corporate Services
	<b>Approved by:</b> Leadership Council
	<b>Date Approved:</b> November 5, 2024
	<b>Revision Date(s):</b>
	<b>Review Date:</b>
	<b>External References</b>
	<ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> </ul>
<b>Internal References</b>	
<ul style="list-style-type: none"> <li>• Form: Application for Tuition and Book Reimbursement</li> </ul>	

**Purpose**

- This administrative procedure outlines the conditions, eligibility criteria and application process for reimbursing the Saskatchewan Distance Learning Centre (Sask DLC) employees for tuition and course materials expenses incurred while pursuing a degree or completing relevant coursework through accredited educational institutions.

**Scope**

- This administrative procedure applies to all Sask DLC employees, except for employees who are covered under the Saskatchewan Teachers’ Federation Collective Bargaining Agreement.

**Policy Statement**

- Sask DLC supports the professional development and continuous learning of its employees by providing reimbursement for tuition and course materials. This reimbursement program is designed to encourage the pursuit of educational opportunities that align with both the employee’s career development and the strategic objectives of Sask DLC.

**Procedures:**

1. General Guidelines
  - a) **Employee Eligibility:** All permanent and non-permanent employees of Sask DLC are eligible to apply for tuition and book reimbursement.
  - b) **Course Eligibility:** To qualify for reimbursement, the course must be directly related to the employee’s current role or future career development at Sask DLC and offered by an accredited educational institution.

- c) **Reimbursement Limits:** Employees may be reimbursed for up to 100% of eligible tuition and course materials, capped at \$5,000 annually. Reimbursement is subject to the available department budget and alignment with Sask DLC's strategic priorities.
- d) **Covered Costs:** Reimbursement includes tuition fees, required textbooks and course materials explicitly listed in the course syllabus. Non-eligible expenses include transportation, accommodation, meals, parking, administrative fees and late registration fees.
- e) **Personal Time Commitment:** Employees are required to complete coursework during personal time. If job performance declines due to educational commitments, the employee may lose eligibility for reimbursement.
- f) **Course Completion Requirement:** Reimbursement is contingent upon successful course completion, defined as receiving a passing grade. If tuition fees are prepaid and the employee fails the course, the employee must repay the amount to Sask DLC through payroll deductions.
- g) **Promissory Note:** Employees receiving reimbursement must sign a promissory note agreeing to repay the reimbursed amount if the course is not completed successfully. Exceptions may be made for non-completion due to illness or emergencies, at the discretion of the department head in consultation with the employee's supervisor and Human Resources.
- h) **Return-in-Service Agreement:** Employees who receive reimbursement must remain employed with Sask DLC for at least one year after course completion. Employees who resign or are terminated for cause before fulfilling this commitment must repay the reimbursed amount on a prorated basis.
- i) **Disclosure of Other Funding Sources:** Employees must disclose any additional financial assistance (e.g., scholarships, bursaries, grants) they receive. Sask DLC may adjust its reimbursement accordingly, even if the assistance is obtained after approval.

## 2. Application Process

- a) Prior to Course Commencement
  - i. Employees must complete the Tuition and Book Reimbursement form and submit it to their immediate supervisor at least 30 days before the course starts.
  - ii. The supervisor reviews the request and make a recommendation to the department head;
  - iii. The department head approves or denies the request.
  - iv. The supervisor communicates the department head's decision to the employee and Human Resources.
- b) Upon Course Completion
  - i. Employees must submit proof of course completion (e.g., grades) and original receipts for eligible expenses to their supervisor within 60 days of course completion.
  - ii. The supervisor reviews the documentation and forwards it to Human Resources.
  - iii. Human Resources processes the reimbursement within 30 days of receiving all required documentation.

## Definitions

- **Accredited Educational Institution:** Refers to a recognized and authorized institution that offers post-secondary degrees, diplomas or certificates.
- **Non-Permanent Employee:** Refers to an employee on a fixed-term or contract basis at Sask DLC.
- **Permanent Employee:** Refers to an employee who holds a permanent position at Sask DLC.
- **Promissory Note:** Refers to a signed agreement by the employee to repay the reimbursed amount in the event of course non-completion.
- **Reimbursement:** Refers to a refund of eligible tuition and course materials expenses paid by the employee, subject to successful course completion and adherence to the conditions outlined in this procedure.
- **Return-in-Service-Agreement:** Refers to a contractual commitment by the employee to remain employed at Sask DLC for a particular time period following the completion of the reimbursed course.