Tuition assistance is available to employees under the Tuition Assistance Program (TAP) where Humber provides financial assistance for certificate, diploma, degree, doctoral programs and/or professional association courses taken at an accredited post-secondary institution or professional associations.

Eligibility and Requirements

**Group 1:** All full-time (admin, support, academic) employees with six months or more service (including full-time employees on sabbatical or maternity/paternity leave).

**Group 2:** Part-time (admin, academic, partial load employees under contract and regular-part time support staff) employees who have achieved a minimum of one (1) year continuous employment.

- Employees must be in good standing.
- Employees must remain employed with Humber throughout the completion of their course of study to qualify for reimbursement.
- All courses/programs must be taken at an accredited post-secondary institution.
- Reimbursements will only be paid upon successful completion of the course/program.
- Courses/Programs must satisfy at least one of the categories listed in section 5.2 of the Professional Development policy.
- To access the TAP benefit, employees must complete an application form.

Tuition Assistance Amounts

**Group 1:** A maximum of $1,000 per employee (described above in Group 1) is available each fiscal year (April 1 – March 31) for reimbursement of tuition fee costs only for courses taken within that fiscal year.

**Group 2:** 50% of the cost of tuition up to a maximum of $500 per employee (described above in Group 2) is available each fiscal year (April 1 – March 31) for reimbursement of tuition fee costs only for courses taken within that fiscal year.

This program does not cover non tuition reimbursements such as books, seminars, conferences, certification exams, extension fees, membership fees, “one-off” events, meals, lodgings, transportation or parking.

More detailed information on the Tuition Assistance Program can be found at https://humber.ca/hroe/oe/tap.

Management of this instrument is the responsibility of the Organizational Effectiveness Department.

Detailed information on the Professional Development Policy may be obtained from www.humber.ca/hroe/oe/resources/professional-development-policy.pdf.
HOW TO APPLY FOR TUITION ASSISTANCE VIA THE TUITION ASSISTANCE PROGRAM (TAP)

Reimbursements made under TAP are done [after successful completion of their program]. To qualify for TAP reimbursements, all programs must satisfy the criteria laid out in Section 5.2 of the [Professional Development Policy].

**Reimbursements**

**STEP 1: Complete Application**
Upon successful completion of a program, the employee completes the Tuition Assistance Application Form located at [https://humber.ca/hroe/oe/resources/tap-form.pdf](https://humber.ca/hroe/oe/resources/tap-form.pdf).

**STEP 2: Get Support**
The employee forwards this form to their manager for approval.

**STEP 3: Attach Documents**
The employee completes the application by attaching the following documents:
- Course outline and description (including dates)
- Proof of payment for the program of study (web payment receipt, bank statement, payment receipt from the institution)

Note: the employee's name must be on the receipt for it to be considered valid.

**STEP 4: Submit Application to the Organizational Effectiveness Department**
The employee submits the completed application form to:
Tuition Assistance Program, Organizational Effectiveness Department which is located on the 6th floor of the Humber Learning Resource Commons Building.

**STEP 5: Approval and Processing**
The Organization Effectiveness Department will review the employee's completed application and will:
- Contact the employee if the application submission is incomplete.
- Approve the Application.
- Submit the payment request to Accounts Payable in Finance Services for processing.

**STEP 6: Payment Received**
- After approximately 2-3 weeks, the employee will receive a direct deposit payment into their bank account. This payment is non-taxable, so it appears as a separate deposit titled “Tuition.”
- The employee will be notified by email that the TAP is approved and processed and when to expect payment.

If you have any further questions, please contact the HR Support Center:
- Call ext. 5001 from a Humber phone line or dial 416-675-5001
- Chat with us at humber.ca/hrchat
- Submit an e-form at humber.ca/hrinquiry