

Tuition assistance is available under the Post-Secondary Degrees and Graduate Assistance Program (GAP) to employees seeking to advance their education through discipline-specific post-secondary degrees, Master or Doctoral degrees at an accredited post-secondary institution.



Eligibility and Requirements

- Eligible employees include all full-time (admin, support, academic) employees who have completed their probationary period at Humber.
- Eligible employees must at the time of application have no disciplinary action initiated or ongoing on their record.
- Employees must remain employed with Humber throughout their program and for at least 2 years after completion of their program of study. Should the employee choose to leave their employment with Humber voluntarily prior to completing the two year period, they will be required to reimburse some of the monies to Humber.
- All post-graduate programs must be taken at an accredited post-secondary institution approved by Humber.
- Courses/Programs must satisfy at least one of the categories listed at section 2 of the **Professional Development Policy** (dated November 1st, 2019).
- Preference will be given to employees with 3+ years of service.
- Preference will be given to employees with an outstanding performance record.
- Priority will be given to employees pursuing their first post-secondary, Graduate or post graduate degree (or equivalent).
- Priority will be given to employees who have not previously benefitted from this funding instrument or any other previously funded program such as the Employee Scholarship Fund (ESF).
- To access the GAP instrument, employees must complete an application form.
- Applicants will need to obtain approval and recommendation from their immediate manager on their application form.



Tuition Assistance Amounts

- Funding under this program will be provided up to a maximum of four (4) years for each individual program. Each new program requires a new application.
- Employees may access monetary assistance for their annual tuition fees for courses taken within the current fiscal year, up to a maximum of \$5,000 per fiscal year.
- Monetary assistance is paid out in the form of a reimbursement for tuition fee costs only. **This program does not cover non-tuition reimbursements such as books, meals, lodgings, administrative fees, transportation or parking.**



The **Organizational Effectiveness Department** will manage this program, following the above criteria and will recommend eligible employees each year to the **Executive Leadership Team**.



The **Executive Leadership Team** will approve/decline all recommendations made by the **Organizational Effectiveness Department**.

HOW TO APPLY FOR AN EDUCATIONAL SCHOLARSHIP

VIA THE POST-SECONDARY DEGREES AND GRADUATE ASSISTANCE PROGRAM (GAP)



Tuition assistance is available to all full-time (admin, academic, support) employees **seeking to advance their education through discipline-specific post-secondary degrees, Master or Doctoral degrees at an accredited post-secondary institution.**

Funding under this program will be provided up to a **maximum of four (4) years for each individual and up to an annual tuition amount of \$5,000 per year for courses taken within the current fiscal year.**

Further details on the Education Scholarship - Post-Secondary Degrees and Graduate Assistance Program (GAP) can be found in the Humber College Institute of Technology and Advanced Learning [Professional Development Policy #HR111](#) (dated November 01, 2019).



STEP 1: Choose Program

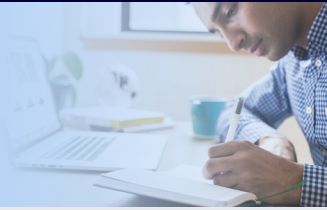
Choose Program of Study from an accredited institution.

- Conduct your research and determine the institution and program of study you are interested in pursuing.
- We recommend that you discuss your career goals and professional and developmental needs with your manager as this will assist you in planning your career and deciding on the appropriate development needs.

STEP 2: Apply and Receive Acceptance or Provisional Acceptance from an Institution of Higher Learning

Apply to an institution and receive acceptance.

- Complete all required application steps for the institution to which you are applying.
- Receive acceptance or provisional acceptance.



STEP 3: Complete the GAP Application

- Go to the [Learning and Development - Tuition Reimbursement and Scholarships section](#) of the Organizational Effectiveness website and complete the GAP application for the scholarship award.

Before you complete the GAP application form, ensure that you meet the eligibility requirements and that you are willing to accept the commitment outlined in the [Professional Development Policy](#). Review the [GAP Overview page](#).

- Complete and download the [GAP application](#).

- Have your selected referees complete the reference forms

1. One for your direct superior

2. One for a colleague or customer/client (someone who can comment on your ability, aptitude and potential at work)

- Obtain **all required documentation** outlined in the GAP application form.

- Compile all required documentation as follows:

GAP Application Form - fully completed

Supervisor Reference (Ref A)

Colleague or Customer/Client Reference (Ref B)

Proof of University/College acceptance or provisional acceptance



STEP 4: Submit Application

Submit your fully completed application with all supporting documents via email to oe@humber.ca.

Please place **"Graduate Assistance Program Application: <Your Name>"** in the subject line.

Note: References must be emailed directly from your referee/s, not from you.

Kindly ask them to write "GAP Reference for <Your Name>" as the subject line of this email.

STEP 5: Approval and Notification of Award

- Once your application is submitted, it will be checked for accuracy and completeness.
- The Organization Effectiveness Department will contact you if any additional information is required.
- The Organizational Effectiveness Department will prepare all applications for consideration by the Scholarship Committee.
- The Executive Leadership Team will review the recommendations and approve or decline the application.
- The Organizational Effectiveness Department will inform all applicants of the final award decision by the end of July each year.



STEP 6: Award Sign-off and Contact

If you have been granted a scholarship, the Organizational Effectiveness Department will contact you to sign your scholarship contract and brief you on next steps.

If you have any further questions, please contact the [HR Support Centre](#)

- **Call ext. 5001 from a Humber phone line or dial 416-675-5001**

- [Chat with us](#)

- [Submit an e-form](#)

- Email us at oe@humber.ca