

Humber College Institute of Technology and Advanced Learning

Educational Assistance - Tuition Assistance Program (TAP)

Tuition assistance is available to employees under the Tuition Assistance Program (TAP) where Humber provides financial assistance for courses taken at an accredited post-secondary institution or professional association.



Eligibility and Requirements

Group 1: All full-time (admin, support, academic) employees with six months or more of 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.
- 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: 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 in the **Learning & Development section** of the People(s) & Culture website.

Management of this instrument is the responsibility of the **People(s) & Culture department**.
For further details and information, please review the information **Professional Development Policy**.

How to Apply for Tuition Assistance via the Tuition Assistance Program (TAP)

Reimbursements made to employees under TAP are done **after successful completion of their course**. To qualify for TAP reimbursements **all programs must satisfy the criteria laid out in Section 5.2 of the Professional Development Policy**.



STEP 1: Complete Application

Upon successful completion of a course, the employee completes the **Tuition Assistance Application Form** located in the **Learning & Development - Tuition Reimbursement and Scholarships section** of the People(s) & Culture website.



STEP 2: Get Support

The employee forwards this form to their **manager for approval**.

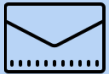
STEP 3: Attach Documents

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: **oe@humber.ca** with "Tuition Assistance Program" as the **subject line**.

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 Centre

- 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