



TUITION BENEFIT FUND

TERMS OF REFERENCE

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1.0 Purpose

- 1.1 The purpose of these Terms of Reference is to provide guidance to the Executive Committee and the Ad Hoc Tuition Benefit Fund Allocation Committee to manage the Faculty Association's ("the Association") annual \$200,000 Tuition Benefit Fund.
- 1.2 Any defined terms below have the same meaning as in the Bylaws of the Association.

2.0 Preamble

- 2.1 An application requires information about the Member and the recipient if the recipient is not the Member.
- 2.2 "Eligible Recipients" include Members, the spouse of a Member, and biological, adopted, and stepchildren of Members.
- 2.3 "Member" refers to a Member of the Bargaining Unit, not a member of the Association.
- 2.4 "Recipient" refers to the individual taking courses at the University of Victoria.
 - 2.4.1 To be eligible, biological, adopted, and stepchildren of Members must be 26 years of age or younger as of December 31 of the year of application.
- 2.5 Members with full and part-time appointments will have equal access to tuition benefits.
- 2.6 The Tuition Benefit Fund will be awarded by the Association and will be administered and distributed by the University of Victoria.

3.0 Terms of Reference

- 3.1 The call for applications will be July 1st.
- 3.2 The Deadline for Application will be August 15th.
- 3.3 Applicants will be informed as to the amount they will receive in tuition benefits before September 15th.
- 3.4 The full amount (\$200,000) will be made available for award each year. Should the full amount not be used, the unused funds will be added to the available funds in the following year.



- 3.5 The amount of each award will be dependant on the total number of applications. The rate at which an application is subsidized is equal to (sum of qualifying claims)/(full amount of tuition benefit funds in given year) or 100%, whichever is smaller. This rate is fixed for the full year in which benefits are paid out, but may vary from year-to-year based on the sum of qualifying claims.
- 3.6 The unit of measurement for claims is credit units. The maximum yearly amount that can be allocated to each recipient is the cost of a full undergraduate course load (5 courses, each at 1.5 credit units, per term for two terms) in Humanities, Social Sciences and Science for domestic students (currently approximately \$5,700). Thus, applicants are eligible for 15 credit units per year.
- 3.7 The fund will not pay for ancillary fees.
- 3.8 Each recipient will be eligible for a lifetime maximum of 60 credit units of tuition benefit, which can be applied to either undergraduate and/or graduate tuition fees.
- 3.9 The tuition benefit never reimburses recipients at a higher rate than a recipient's actual cost of tuition. Recipients must disclose if they receive funds from other programs earmarked to cover the costs of tuition (i.e. scholarships or grants that go towards tuition).
- 3.10 The tuition benefit only pays for completed courses. To this end, a recipient gives permission to the Association to determine how many courses a recipient has actually completed compared to the number of courses specified at the time of application. If there is a discrepancy between the numbers, the recipient must reimburse the Association for courses not completed.
- 3.11 The fund will pay for co-op fees. The tuition benefit for co-op fees is paid at the beginning of the term in which the recipient is on a work term. The tuition benefit applied to the co-op fee for a work term counts as 1.9 credit units towards the recipient's annual eligibility maximum of 15 credit units.
- 3.12 Tuition benefits are not transferable from to year or from one recipient to another. If a recipient decides to withdraw from one or more courses, the tuition benefit cannot be transferred to another year or another recipient.
- 3.13 All awards are reported to CRA on behalf of the recipient.