

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

9.7 EDUCATIONAL ASSISTANCE

Classification: Personnel -
Robarts Clinical Trials - Eligible
Staff

Effective Date: 01JUL08

Supersedes: (New)

POLICY

- 1.00 The Educational Assistance Policy is established for the purpose of encouraging staff members to obtain additional education/qualifications which will enhance their career development.
- 2.00 Financial assistance is available to those staff members who are on payroll at the beginning and completion of the course. (Course completion date is the last day classes are held or the exam date, whichever is later.)
- 3.00 The course(s) must be related to the present work duties or anticipated career plan for the individual within the University. A course is defined as a series of academic lectures which culminates in an examination and/or grade being awarded.
 - 3.01 For courses taken for credit at The University of Western Ontario, the staff member will be reimbursed 100% of the tuition fee provided the course was passed. Tuition fees eligible for payment do not include any supplementary expenses such as books, lab fees or activity fees.
 - 3.02 For other courses, reimbursement will be on the basis of the tuition fee and materials fees (except books) of each course to a maximum of the tuition cost of two full undergraduate courses at The University of Western Ontario per year (the year being June 1 to May 31).
 - 3.03 Over and above this support, additional support (up to 50% of the remaining tuition costs) may be provided for professional accreditation or upgrading of formal education provided the remainder of the cost is borne either by the individual staff member or the department.
- 4.00 If the supervisor agrees to a course being taken during normal working hours, the supervisor will establish alternate working arrangements.
- 5.00 The University may request members of staff to take certain courses of study or seminars which will be advantageous to both the member of staff and to the University. In such instances, the budgetary unit involved will bear the full cost and will grant the member of staff sufficient time away from normal duties to pursue the course of study.
- 6.00 Under special circumstances, the Educational Assistance Policy shall remain in effect during a Leave of Absence including Pregnancy and Parental Leaves. Prior to applying for a leave for educational purposes, the staff member should contact the Department of Human Resources.
- 7.00 Provided a staff member has completed a course for credit at The University of Western Ontario under the Educational Assistance Policy, the tuition fee (excluding activity fees) for all future U.W.O. credit courses will be paid in advance by the University, subject in all cases to all other requirements of the Educational Assistance Policy being met.
- 8.00 Applications for Educational Assistance are available in the Department of Human Resources or at: <http://www.uwo.ca/humanresources/docandform/forms/educationassist/eaform.pdf> Completed applications, with the required documentation attached, are to be forwarded to the Department of Human Resources for authorization prior to commencement of the course(s).
- 9.00 Once the course has been completed, proof that the course was passed and the tuition fee paid (fee receipt) must be submitted to the Department of Human Resources.
- 10.00 Reimbursement shall be by direct payment to the member of staff or paid in advance according to 7.00 above.