



Procedure Name	<b>NAIT Tuition Benefit Program</b>		
Procedure #	HR 2.3	Parent Policy	HR 2.0 People Development
Policy Owner	Associate Vice President, Human Resources	Effective Date	April 1, 2021
Procedure Owner	Director, Organizational Development	Next Review Date	April 1, 2026
Approved by	Director, Organizational Development	Approval Date	March 24, 2021

**1.0 Purpose/ Background**

The career aspirations and progression of NAIT employees is essential and a priority in the achievement of NAIT’s values and goals. NAIT will provide support for employee educational undertakings in NAIT courses and programs by paying tuition on their behalf where appropriate.

**2.0 Definitions**

Term	Definition
Leader	Any employee with direct reports and the authority to approve or deny requests
Tuition	Costs for NAIT courses or programs excluding textbooks; lab supplies; program materials or supplies; NAITSA; or other student fees.

**3.0 Procedures**

**3.1 General Procedures**

- 3.1.1 General interest and recreation courses and courses offered by a third party, are not eligible.
- 3.1.2 NAIT’s Tuition Benefit (NTB) Program will align with applicable provisions of the AUPE and/or NASA Collective Agreements and any applicable provincial or federal legislation.

**3.2 Eligibility**

- 3.2.1 The program is available to active salaried employees.
- 3.2.2 AUPE/MAE Casual and NASA Temporary employees are eligible to apply for the program with leader approval, however enrolment is on a space available basis determined 2 days before the course start date. NASA casual employees are not eligible for this program.
- 3.2.3 The tuition benefit will only apply to tuition costs for NAIT courses or programs.
- 3.2.4 The NAIT course or program must be relevant to the applicant’s employment.
- 3.2.5 Employees must meet all eligibility criteria for the NAIT course or program for which they are applying. No preference will be given to NAIT employees nor will any eligibility criteria be waived.

### **3.3 Employee Requirements**

- 3.3.1 The employee must complete the Tuition Benefit application form and provide it to their leader for review.
- 3.3.2 The employee must receive approval from their leader prior to enrolling in a NAIT course or program.
- 3.3.3 The employee must demonstrate to their leader the relatedness of the course or program to their employment and how NAIT will benefit from the skills, knowledge and abilities they will gain from the course or program.
- 3.3.4 With approval from their leader, the employee may apply for acceptance into the course or program. Relevant application steps can be found on the NAIT staff HR intranet page.
- 3.3.5 Where a leader determines the requested course does not meet the criteria outlined, they will communicate this decision to the employee.
- 3.3.6 Employees who are not able to complete a course or program they have enrolled in must notify their leaders and adhere to all important withdrawal dates and deadlines as outlined by the Office of the Registrar.
- 3.3.7 Upon completion of a new NAIT credential obtained via the NTB, the employee will forward an official transcript and approved documentation to Human Resources.

### **3.4 Role of Leader**

- 3.4.1 The leader will review the application to determine if the course or program is relevant to the employee's employment and subsequently approve or deny the request.
- 3.4.2 Where an employee has requested to take a course or program during their regular work hours, the leader will determine the operational feasibility of such a request to make an appropriate decision to approve or deny the request.

### **3.5 Funding Conditions**

- 3.5.1 Upon approval from their leader and acceptance into the chosen course or program, tuition will be paid by NAIT. If an employee enrolls in a course or program prior to obtaining approval from their leader, the employee will be responsible for all fees and tuition.
- 3.5.2 NAIT cannot guarantee that all NTB Program applications received will be approved nor that the total amount of tuition funding requested will be granted.
- 3.5.3 Courses or programs taken via the NTB are not considered a taxable benefit as NAIT pays the tuition directly on the employee's behalf.
- 3.5.4 Tuition benefit will not be provided more than once for the same course.

### **4.0 Exceptions to the Procedure**

Exceptions to this procedure must be documented and formally approved by the Policy Lead. Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required

- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

**5.0 Related Documentation**

[HR 2.0 People Development Policy](#)

[NAIT Tuition Benefit Information Page](#)

[NAIT Tuition Benefit FAQs](#)

[HR 1.17 Tuition Coverage – Redundant/Abolished Employees](#)

***Document History***

<i>Date</i>	<i>Action/ Change</i>
9/14/2022	3.2.2 updated to align with new NASA Collective Agreement terms and employment types