



Procedure

Procedure Name	<i>Dependant Scholarship</i>		
Procedure #	HR 2.4	Parent Policy	HR 2.0 People Development
Policy Owner	Associate Vice President, Human Resources	Effective Date	April 1, 2021
Procedure Owner	Director, Organizational Development	Review Date	April 1, 2026
Approved by	Director, Organizational Development	Approval Date	March 24, 2021

1.0 Purpose/ Background

NAIT supports employee dependants by providing educational opportunities through Dependant Scholarships. This procedure establishes NAIT's eligibility criteria and parameters for administration and application of the scholarship process.

2.0 Definitions

Term	Definition
Dependant	<ul style="list-style-type: none">• An individual to whom the employee is legally bound (e.g. marriage, adult interdependent relationship, cohabitation); or• an unmarried child of the employee and/or the employee's dependant as above, including any step-child, who is:<ul style="list-style-type: none">○ under 21 years of age, or○ 21 or over but less than 25 and is a registered student in full- time attendance in an accredited education institution or○ of any age and incapable of self-sustaining employment by reason of mental disability or physical handicap, and in all cases is wholly or substantially dependant on the participant for financial support and maintenance
Successful completion	Meeting the prescribed minimum grades for the course/program of study
Transcript	Official transcripts or unofficial transcripts printed by the dependant from the student portal
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

- 3.1.1 Scholarships will equal fifty per cent (50%) of the tuition for successfully completed NAIT credit or non-credit programs/courses, including apprenticeship programs.

- 3.1.2 Dependants are eligible for one scholarship per program/course. Two employees cannot combine their benefits so that the scholarship would equal 100% of the course tuition.
- 3.1.3 General interest and recreation courses are not eligible for scholarship.
- 3.1.4 Scholarships will be in alignment with applicable provisions of the AUPE and/or NASA Collective Agreements and any applicable provincial or federal legislation.

3.2 Eligibility

- 3.2.1 NAIT will offer scholarships to eligible dependants of salaried employees. The scholarship will only apply to family members as defined in 2.0 and verified by Human Resources.
- 3.2.2 Dependants who have failed to pay outstanding fees and thus have a student account on financial hold will be ineligible for scholarship. The dependant is required to settle any outstanding indebtedness with NAIT for a scholarship to be awarded.
- 3.2.3 Scholarships are intended to aid employee dependants. Where any portion of the tuition fees for a credit program, apprenticeship program or non-credit course have been paid by an external sponsor such as an apprenticeship employer, the employee dependant is not eligible to apply for a Dependant Scholarship.

3.3 Application and Approval Procedures

- 3.3.1 For credit, non-credit and apprenticeship programs and courses, NAIT's registration and payment process must be completed. NAIT program entrance requirements must be met for the application to be processed.
- 3.3.2 Individual Dependant Scholarship Applications (found on the NAIT intranet) must be submitted within 45 days of successful completion of each term, period or apprenticeship intake. Late applications will not be accepted.
- 3.3.3 Human Resources will verify that the dependant meets the criteria defined in this procedure and advise the Students Awards office of the approved scholarship amount to be reimbursed to the dependant.
- 3.3.4 The dependant will be contacted by Human Resources confirming approval or denial of the scholarship application in the month following application submission. Rationale will be provided for denied applications.

3.4 Incomplete Courses and Grade Appeals

- 3.4.1 Where a dependant has not successfully completed all program courses in a term, an application may still be submitted. The scholarship will be awarded on a prorated basis for any successfully completed courses.
- 3.4.2 Where a dependant has not successfully completed an apprenticeship intake as determined by Alberta Apprenticeship and Industry Training (AIT), the scholarship will not be prorated.
- 3.4.3 In the event an appeal of a grade is being made, the dependant will note this on the application and advise of the outcome. If the mark is changed to a passing grade, a revised transcript must be submitted for the process to re-commence.

3.5 Transcripts

3.5.1 Validation of successful completion for programs/courses will be required by production of a transcript.

3.5.2 For apprenticeship applications, notification from AIT must be received indicating that the dependant has successfully completed the year.

3.6 Related Tax Information

3.6.1 Scholarships offered to dependants of employees at a post-secondary institution are not a taxable benefit to the employee.

3.6.2 All scholarship amounts issued to the dependant will be reported to the Canada Revenue Agency on the dependant's T4A slip for the calendar year of course attendance.

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 Dependent Scholarship Intranet Page](#)

Document History

<i>Date</i>	<i>Action/ Change</i>