

Tuition Exemption Program for Dependants of Faculty of Medicine Teaching Staff

University of Ottawa

March 18, 2005

PROGRAM SUMMARY

The Tuition Exemption Program for Dependants of Faculty of Medicine Teaching Staff is a new program which has been approved by the University of Ottawa Administration Committee on March 9, 2005 and comes into effect on July 1, 2005. The program supersedes the Tuition Fee Subsidy Program for Dependants of GFTs which terminates on June 30, 2005. Please note that dependants currently approved under the criteria of the latter program, will remain eligible for this program until they graduate or becomes ineligible under the criteria of that program. The cut off date for entry into the Tuition Fee Subsidy Program for Dependants of GFT is April 30, 2005.

Salient points of the program include the following:

- Eligibility for the program is based on the academic rank of the teacher. Associate and Full Professors are eligible. Assistant Professors and Lecturers are not eligible. Members of the APUO are not but other scientists in Research Institutes are eligible.
- There is a four way cost sharing between the University, the Faculty, the host organization (eg. Hospital or Research Institute) and the teacher.
- The cumulative funding ceiling per partner is set at the agreed upon maximum of \$55,000 (in 2004-2005 figures). This amount is subject to cost of living adjustment as determined by the annual increase given to support staff of the University (ie. AEUO).
- The deadlines for application to the program is as follows:
 - a. June 1st for Summer session,
 - b. August 1st for Fall session,
 - c. December 1st for Winter session and
 - d. April 1st for Spring/Summer session.
- To ensure equal access to the program for eligible participants, the \$220,000 maximum pool (ie. \$55,000 per partner) will be assigned targets by semester. The targets are:

Fall session:	\$110,000 or 46.3%
Winter session:	\$103,800 or 47.4%
Spring / summer session:	\$ 6,200 or 2.8%
Total	\$220,000 100%

Approved request totaling in excess of available funds, as identified in these targets will be reduced proportionately.

Other eligibility criteria follow:

ELIGIBILITY

1. Only the dependants (under the age of twenty-six) of Full Professors and Associate Professor that are not represented by the Association of Professors of University of Ottawa (APUO) are eligible for financial assistance when registered in a regular funded undergraduate program of study at the University of Ottawa.
2. Dependants are defined as children (except those in foster care), grandchildren, nieces and nephews, brothers and sisters who depend on the eligible member for their subsistence. Eligibility will be determined as per Canada Custom and Revenue Agency criteria.
3. This program can only be claimed by one parent for a dependant in a given year. Should both parents be eligible under this program for one or more dependants, a determination will be made by the parents as to which one makes the request for assistance.

NATURE OF FINANCIAL ASSISTANCE

4. Tuition fee subsidies will be awarded to students registered for regular funded undergraduate programs of study at the University of Ottawa, subject to the following conditions:
 - a) a dependent is entitled to a fee subsidy for one undergraduate degree program at the University of Ottawa (includes certificate program) in a lifetime;
 - b) the maximum subsidy awarded will be set at the level of the tuition fees for undergraduate programs of study leading to a Bachelor of Science;
 - c) the amount of the subsidy will be calculated pro rata based on the number of eligible requests received at (June 1 for Summer session, August 1 for Fall session, December 1 for winter session and April 1 for Spring/Summer session) and the total dollars available in the fund at that date;
 - d) there must be a four way equal cost sharing between the University, Faculty, Hospital / Research Institute and Practice Plan. If the teacher is not a member of a practice plan, he must pay this portion personally.
 - e) students who are eligible for a tuition fee subsidy are not, however, exempted from the payment of incidental fees (Association dues, Health Services, Sports Services, Co-op etc.);
 - f) when a student obtains a loan/grant:

- the tuition fee subsidy will not be given if the amount of the grant is equal to or higher than the tuition fee for the program of study;
 - if the amount of the grant is lower than the tuition fees of the program of study, the tuition fee subsidy will be given to cover the shortfall;
- g) in the event of the death of a teacher, dependent children will remain eligible to the tuition fee subsidy program until April 30 following the death of the member;
- h) in all other cases, except retirement, where the employment of the teacher with the University ceases, tuition fees must be paid for the term(s) following the date of termination of employment;
- i) in the event of retirement of the teacher from the University, dependent children will remain eligible to the tuition fee subsidy until the member reaches the age of 70; and
- j) in accordance with Income Tax legislation, the tuition fee subsidy is taxable to the teacher, the bursary is taxable to the recipient (ie. the dependant).

FUNDING OF PROGRAM

5. At the beginning of each session the Faculty will assess the contribution required by the University and the Faculty to a maximum of \$55,000 (in 2004-2005 dollars). These funds will be transferred to a University administered account. Partner contribution (ie. Teaching Hospitals / Research Institutes, Practice Plans) will be invoiced from the Faculty of Medicine. Tuition fee subsidies will be released after confirmation from the Practice Plan and the Teaching Hospital that they will pay their share. In cases where a Physician is not a member of a practice plan, the total subsidy awarded will be prorated to 75% to reflect their contribution of 25% of the total cost.

APPLICATION PROCESS FOR THE TUITION FEE SUBSIDY

6. Application forms are available from the Office of the Chief Administrative Officer of the Faculty of Medicine.
7. Requests must be completed and returned by the dates specified in 4 c) No late applications will be accepted.
8. Any eligible dependent who applies or intends to apply for a loan/grant must inform the Financial Aid and Awards Office when he or she submits an application for a tuition fee subsidy.
9. All members of practice plans are required to submit a letter of confirmation from the practice plan which clearly states their intention to cover their share of the

cost. This letter must be accompanied with the application form by the due date with each application made.

EXCEPTION

10. No exception to this policy may be made without the written consent of the Administrative Committee of the University of Ottawa.