



THE SHERIDAN COLLEGE INSTITUTE OF  
TECHNOLOGY AND ADVANCED LEARNING

### Tuition Reimbursement for Sheridan Employees Policy

**Original Date:** April 14, 2015

**Date of Approval:** February 27, 2024

**Effective Date:**  
February 27, 2024

**Last Review Date:**  
February 27, 2024

**Approved By:**

☐ Board of Governors

☒ PVP

## 1. Purpose

This Policy outlines The Sheridan College Institute of Technology and Advanced Learning's (Sheridan) commitment to its employees by providing ongoing professional development that complements Sheridan's strategic direction and vision. The Tuition Reimbursement for Sheridan Employees Policy provides financial support to eligible employees for courses external to Sheridan leading to degrees (all full-time employees) and diplomas (support staff only) relevant to Sheridan's strategic direction.

If this document is required in an accessible format or with communication supports, please contact: [cpod@sheridancollege.ca](mailto:cpod@sheridancollege.ca)

## 2. Scope

This Policy applies to all full-time Eligible Employees who take programs leading to a baccalaureate, master's, or doctoral degree at a Recognized Institution. For eligible support staff employees only, this policy also applies to a program leading to a recognized college diploma or advanced diploma. The policy provides for a possible benefit that is over and above the provisions of the Collective Agreement for Academic Employees (Article 12: Tuition subsidy) and that is over and above the provisions of the Collective Agreement for Support Staff members (Article 9: Education). Other requests for tuition reimbursement may be considered under Sheridan's Professional Development Fund. Eligible Employees may access reduced tuition for courses internal to Sheridan through the Employee Access to Sheridan Courses at a Reduced Rate Policy.

Nothing in this Policy restricts an employee exercising their rights under a relevant collective agreement.

### 3. Definitions

**“Domestic Academic Credential”** means documented evidence of learning based on completion of a recognized program of study at a Recognized Canadian Institution.

**“Eligible Employees”** are defined as non-probationary full-time Academic, Administrative and Support staff.

**“Full-Time Employees”** include Eligible Employees hired on an ongoing basis as academic, support and administrative employees at more than 35 hours per week and includes those on a Leave of Absence.

**“International Academic Credential”** means documented evidence of learning based on completion of a recognized program of study at a Recognized Institution located in a country other than Canada.

**“Leave of Absence”** means a leave from Sheridan including professional development (i.e., sabbatical), Short Term Disability, Long Term Disability, statutory leaves, bereavement, jury duty, leave with pay, leave without pay.

**“Recognized Institution”** is a public or private institution that has been given authority to grant degrees, diplomas, and other credentials by a public or private act of the provincial/territorial legislature or through a government-mandated quality assurance mechanism.<sup>1</sup>

### 4. Policy Statement

Sheridan recognizes the value in providing employees with the opportunity to enhance their academic credentials. Fostering employees’ ongoing professional development activities supports Sheridan’s strategic direction and vision. Employees have an individual responsibility for their own professional development, and for making a return service commitment to Sheridan in accordance with the associated Tuition Reimbursement for Sheridan Employees Procedure (Procedure) to complete a program of study for which they are receiving support.

Sheridan may reimburse a portion of tuition costs up to a specified maximum amount for employees who are approved for tuition reimbursement subject to the terms and conditions outlined in the Procedure.

For verification purposes:

At the funding application stage, if an employee is pursuing an International Academic Credential, Sheridan will require an official pre-evaluation from World Educational Services (WES) to confirm the Canadian educational equivalency of the credential. If the pre-evaluation does not confirm the credential’s equivalency in Canada, the funding application will likely be considered ineligible.

Following completion of a Domestic Academic or an International Academic Credential, as per the *Employee Academic and Professional Credential Policy*, employees must arrange for original

---

<sup>1</sup> [\(The Canadian Information Centre for International Credentials, 2019\)](#)

documents confirming credential completion to be submitted to the Human Resources (HR) Department.

For a Domestic Academic Institution, a sealed, official transcript is to be submitted directly from the granting institution to the HR Department.

For an International Academic Credential, a sealed, official evaluation is to be submitted directly from WES, or the International Credential Assessment Service of Canada, or Comparative Education Services at the University of Toronto (or equivalent approval agency) to the HR Department.

## **5. Responsible Office**

The responsible office that shall have the authority to interpret and administer this Policy and/or approve any associated procedures shall be the Office of the Associate Vice President, Human Resources. The Centre for People and Organizational Development (CPOD) shall have authority to interpret and administer this Policy and draft and interpret associated procedures.

## **6. Related Documentation**

- [\*Employee Academic and Professional Credential Policy\*](#)
- [\*Employee Access to Sheridan Courses at a Reduced Rate Policy\*](#)
- [\*Sabbatical Leave Policy for Sheridan Employees\*](#)
- [\*Tuition Reimbursement for Sheridan Employees Procedure\*](#)
- *Tuition Reimbursement for Sheridan Employees Application*