

KNOW YOUR CA

Tuition and Child-Care Benefit Plans

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While the Collective Agreement outlines the entitlement of Members to the Tuition and Child-Care Benefit

Plans, the application itself is made to and the details are administered by Human Resources at Queen's and not by QUFA. All Members are eligible to apply for both benefits.

In families where both parents are employees at Queen's, only one parent may apply for these benefits.

Child-Care Benefit

There is only one annual deadline to apply for the Child-Care Benefit, and that is 1 February for expenses incurred during the previous calendar year.

Reimbursement will be made only for child-care expenses that meet the Canada Revenue Agency definitions for the Child Care Expenses Deduction, and the maximum paid out will be \$2,250 per eligible child. Dependent children are defined in the Collective Agreement 2008-2011 as those under the age of 7 for full-day care (this is up from 6 years under the prior Collective Agreement) and under the age of 12 who are in before- and/or after-school programmes or school professional

activity days. This means that the Benefit will stop when the child attains the age specified, so at the end of the month during which the child's birthday falls, not at the end of the school year during which the child turns 7 or 12.

Claiming under the Benefit is a two-step process. First, you must print a copy of the attendance form off the Human Resources Web site for each child. Once you have obtained all the proper documentation from the child-care provider(s), the completed forms and receipts must be submitted to Human Resources by the 1 February deadline.

If you are having any problems with the process or have questions about it, we advise you to get in touch with Human Resources as soon as possible and before the deadline whenever possible.

The form, instructions, and deadlines can be found on the Human Resources Web site:
<http://www.hr.queensu.ca/benefits/fbp-child.php>

The Collective Agreement 2008-2011 provisions regarding entitlement are found in Appendix M:
<http://www.queensu.ca/vpac/FacultyRelations/CollectiveAgreements/CA.pdf>

Tuition Benefit

The amount given for each eligible dependent or spouse is up to \$3,000 per annum for full-time studies, payment for part-time studies to be pro-rated. The Benefit is organized to

provide reimbursement for tuition already paid out rather than provide money up front for payment of tuition. According to Canada Revenue Agency rules regarding this sort of employment benefit, it is a taxable benefit to the Member and not to the student.

Members must apply each term for each eligible dependent or spouse. Awards are made in two instalments, one in the autumn term for \$2,000 and one in the winter term for up to \$1,000. Applications for Spring or Summer term tuition will be assessed in the autumn round. The amount given out in the winter term is based on the amount left in the fund after the autumn payouts divided by the number of eligible applicants.

The deadlines this academic year are 1 November in the autumn term and 28 February in the winter term.

While the application is made online, you are required to have a hard copy of the application form certified by the registrar of each dependent's postsecondary institution. We advise you to give yourself plenty of time to complete this stage of the process. If you are having any problems with the process or have questions about it, we advise you to get in touch with Human Resources as soon as possible and before the deadline whenever possible.

Monies are paid out at one time for eligible applications once all the documents (internal and external) have been submitted and vetted. This means that payment might not

happen until December in the autumn term or April in the winter term.

The form and deadlines can be found on the Human Resources Web site:
<http://www.hr.queensu.ca/benefits/fbp-tuition.php>

The Collective Agreement 2008-2011 provisions regarding entitlement are found in Appendix N:
<http://www.queensu.ca/vpac/FacultyRelations/CollectiveAgreements/CA.pdf>

The Tuition Benefit for Members' dependents and governed by the Collective Agreement 2008-2011 is different from the Tuition Assistance Program available to employees of Queen's University, details of which are found on the Human Resources Web site:
<http://www.hr.queensu.ca/benefits/lt-tuition.php>

If you have a concern or disagreement about any decision made by Human Resources regarding either the Tuition Benefit or the Child-Care Benefit, please contact Jackie Cleary (jackie.cleary@queensu.ca or ext. 33133) in the Faculty Relations Office, who will arrange a consultation between the Parties to discuss your question.

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QUFA encourages you to print out and post Know Your CA in a visible place in your department or unit. Thank you!

Know Your CA is archived on the QUFA Web site, at
<http://www.qufa.ca/ca/>.

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