Tuition Fee Financial Support Program for Dependants of the Faculty of Medicine Teaching Staff

University of Ottawa

Revised: April 1, 2022

Program Summary:

The Tuition Fee Financial Support Program for Dependants of the Faculty of Medicine Teaching Staff was approved by the University of Ottawa Admin Committee on March 9, 2005 and subsequently came into effect on July 1, 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 eligible to submit a request under this program as they have their own program.
  - Scientists in Research Institutes are eligible to submit a request.

- There is a four way cost sharing between the University, the Faculty, the host organization (eg. Hospital or Research Institute) and the Practice Plan.

- The deadlines for application to the program is as follows:
  a. June 1 for summer session,
  b. August 1 for fall session,
  c. December 1 for winter session and
  d. April 1 for spring/summer sessions.

Other eligibility criteria follows:

<u>ELIGIBILITY</u>

1. Only the dependants of Full Professors and Associate Professors that are not represented by the Association of Professors of University of Ottawa (APUO) are eligible for financial support 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. Dependants must not have attained the age of twenty-seven (27) on the date of the commencement of the term for which the benefit is to be received.

4. 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

5. Tuition fee financial support 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 financial support for one undergraduate degree program at the University of Ottawa (includes certificate program) in a lifetime;

    b) the **maximum tuition fee financial support** awarded will be set at the level of the tuition fees for undergraduate programs of study **leading to a Bachelor of Science**;

    c) generally speaking, there is a four way equal cost sharing between the University, Faculty, Hospital / Research Institute and Practice Plan however, over the years, **some hospitals and institutions have withdrawn from this program** thus, financial support may vary. If the teacher is not a member of a Practice Plan or if the Practice Plan does not cover this type of expenditure, the dependant must pay this portion personally.

    d) students who are eligible for a tuition fee financial support are not exempted from the payment of incidental fees (Association dues, Health Services, Sports Services, Co-op etc.);

    e) Where a teacher retires or dies, the exemption shall continue as if the professor was still active, for a period of five (5) years following the teacher's retirement or death or, where the teacher retired prior to the normal retirement date set out in the pension plan, until the professor attains age seventy (70), it being understood that a person benefiting the exemption

who has begun a program of studies before the teacher's retirement or death will be entitled to the benefit until she completes that program.

f) 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;

g) in accordance with Income Tax legislation, the financial support is taxable to the recipient (ie. the dependant).

FUNDING OF PROGRAM

6. At the beginning of each session the faculty will assess the contribution required by the University, the Faculty, the host organization (i.e. Teaching Hospitals / Research Institutes) and the Practice Plan. The host organization and the Practice Plan will be invoiced accordingly by the Faculty of Medicine. Tuition fee financial support will be released after confirmation in writing from the Practice Plan and the Teaching Hospital that they will pay their share. In cases where a teacher is not a member of a practice plan or if a hospital or institutions withdraws from the program, the total financial support awarded will be prorated to reflect the participating partners.

   Please note that The Ottawa Hospital (TOH), Bruyère Hospital, the Children's Hospital of Eastern Ontario (CHEO), Montfort Hospital and UOHI, if it's not for a researcher, have withdrawn from this program, therefore the financial support will be adjusted accordingly.

APPLICATION PROCESS FOR THE TUITION FEE FINANCIAL SUPPORT REQUEST

7. The application forms for the Tuition Exemption Financial Support Program can be found on the Faculty's Web page.

8. Requests must be completed and returned to serv-fin@uottawa.ca by the dates specified in the Program Summary.

9. 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 financial support.

10. 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

11. No exception to this policy may be made without the written consent of the Dean of the Faculty of Medicine