

BURSARIES FOR SPOUSES AND DEPENDENTS OF UNIVERSITY EMPLOYEES

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Position Responsible for Developing and Maintaining the Policy: Assistant Vice-President, Human Resources Services

Contact Department: Human Resources Services

1. INTENT

The University offers bursaries to the spouse and/or dependent children of McMaster employees who have registered for degree credit courses at the University under the terms and conditions below.

2. BASIC ELIGIBILITY

The bursary programme is available to the spouse and dependents of:

- All full-time and part-time faculty with at least half-time appointments who have completed three years continuous service to the University by the first day of the academic session for which the bursary is awarded.
- Clinical faculty who hold full-time or continuous part-time appointments provided that they contribute at least 270 hours of clinical teaching per year or a teaching course load equivalent to nine (9) units of undergraduate teaching per year, the program may be extended to part-time faculty in Health Sciences according to the above equivalence, subject to Faculty approval.
- All employees who are employed either on a continuing basis or on a contractually limited basis and who work at least one-half the normal full-time hours and who have completed three years continuous service to the University by the first day of the academic session for which the bursary is awarded.
- Retired or deceased employees who met one of the above eligibility criteria at the time of retirement or death.
- Employees of a bargaining unit for which a collective agreement specifically extends the bursary policy to members.

3. DEFINITIONS

For the purpose of this policy the definition of "spouse" and "dependent" as found in the Sun Life of Canada Extended Health Plan shall be applied:

- Dependent – an employee's unmarried children, excluding a child who qualified as an employee of the University and/or any child who has attained age 21 (or age 25 in the case of a full-time student wholly dependent on the employee for support).
- This is extended to include an unmarried child who attains the limiting age, but for reasons of disability is chiefly dependent on the employee for support and maintenance.
- Spouse - a person is considered a spouse if he/she is the employee's spouse by virtue of a legal marriage or an employee's partner who has been publicly maintained and represented as their spouse for at least 12 months.

4. COURSES AND PROGRAMMES COVERED

- The bursary programme applies only to those degree courses and programmes offered by the University for which the Board of Governors sets the fees. From time to time, upon approval from Provost, specific non-degree programmes may become eligible for this bursary programme.
- A student must have been admitted to such a degree course or programme to be eligible for the bursary.

5. VALUE

The value of the tuition bursary benefit is reviewed annually. Current year benefit amounts are provided online at www.workingatmcmaster.ca.

- For the 2009/2010 academic session (September to April), the value of the bursary is \$3,750 based on a course load of 30 units or more.
- For students taking less than a full load, this programme will cover \$125 per unit to a maximum of \$3,750. For those students enrolled in spring/summer session courses the program will cover \$125 per unit in addition to the \$3,750.
- In the case of full-time graduate students, the bursary \$1,875 per term for maximum of 3 terms in the academic session.
- The bursary benefit will not be credited for charges for courses that are cancelled by the student.
- Tuition bursary is a taxable benefit for the employee.

6. PROCEDURE

Application forms for Bursaries for Spouses and Dependents of University employees are available from the Area Human Resources Services offices and online at www.workingatmcmaster.ca.

- Completed applications are to be returned to Human Resources Services prior to the academic session for which a bursary is requested.
- Approval of funding for tuition bursary is required before entering the Student On-line Academic Registration (SOLAR) to register for credit courses at McMaster University.
- Should an employee cease employment with the University for reasons other than retirement or death, the recipient will retain the bursary to the first of the following dates coincident with or immediately following the end of employment: December 31, April 30, or August 31.