


Subject:	Zero Fee Tuition Assistance Policy	Policy No.:	A-01-21	
Department:	Administration			
Approval Date:		Review Date:		
Associated Policies:				

Zero Fee Tuition Assistance Policy

Purpose

The Town of Drayton Valley is committed to reducing financial barriers for community members to post-secondary education and training that serves to develop knowledge and skills relevant to their pursuit of professional development in existing careers and/or new vocational opportunities. The Town of Drayton Valley also wishes to utilize the Zero Fee Tuition Assistance program to attract migration to the community. This policy serves to guide administration in determining eligibility for tuition assistance funding requests.

General Policy - Eligibility Requirements

1. To be eligible for tuition funding consideration, applicants must prove their residence at an address located in the Town of Drayton Valley, Alberta, Canada. This proof of residency requirement will be confirmed through Driver's License or other valid government issued ID, such as a passport. Other proof of residency documentation could include a current lease agreement or utility bill. While funding priority will be given to residents, applicants residing outside of the Town of Drayton Valley may be eligible for funding for post-secondary programs/ courses that include an in-person component at the CETC or other training facility within the Town of Drayton Valley.
2. The Town of Drayton Valley may fund tuition costs for eligible post-secondary education courses within a program offered by partner institutions that results in or transfers to a locally or nationally recognized certification. Non-tuition related costs (e.g., fees, supplies, books, etc.) are not eligible for funding through this program.
3. The Town of Drayton Valley will consider funding post-secondary tuition for individuals after other funding options have been exhausted (including, but not limited to, federal, provincial, and local grants/ bursaries). In the case where other funding options are available, the Town of Drayton Valley may consider paying the remainder of the tuition costs not covered by those other funding options.

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Procedure

4. Proof of program admission and course enrolment as well as application(s) & decisions for other funding opportunities and/or documentation from the institution on behalf of the student stating that the student does not qualify/ only partially qualifies for other funding options, may be required.
5. A lifetime limit of funding per individual through this program is up to \$5000.
6. Funding criteria will be reevaluated periodically and will be subject to availability of funds.

Definitions

7. Within this Policy the following definitions shall apply:
 - a. Zero Fee Tuition Assistance means only tuition costs will be covered by the Town of Drayton Valley. Associated and additional costs (including, but not limited to books, supplies, application, administrative, and technology fees) will be the responsibility of the student. Tuition fees will be paid directly to the post-secondary institution after proof of enrolment has been received.
 - b. A post-secondary program is a collection of individual courses that results in a certification upon successful completion.

Responsibilities

8. Administration will ensure that:
 - 8.1. this policy and the supporting procedures are implemented and maintained and
 - 8.2. all employees and supervisors receive relevant information and instruction on the contents of the policy and procedures.

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9. Zero Fee Tuition beneficiaries:

- 9.1.** Agree to provide the Town of Drayton Valley with proof of successful completion (e.g., copy of transcript, certificate, or letter from the post-secondary institution) within 60 days of the program/ course end date.
- 9.2.** Are responsible for reimbursing the Town of Drayton Valley in full if they do not successfully complete the program/ course within 90 days of the end date, or by a mutually agreed upon extension deadline.
- 9.3.** Eligible beneficiaries must enter into a contract with the Town of Drayton Valley.

10. Withdrawals & Penalties

- 10.1** The Town of Drayton Valley may require that the student pay back all or a portion of the fees under the following circumstance(s):
 - a) If the student's enrolment in a course/ program is revoked due to academic or non-academic misconduct.
 - b) Failure to complete the course(s)/ program due to voluntary withdrawal.

Mayor OR Chief Administrative Officer

Approval Date