Dependant Tuition Assistance Program (DTAP) Frequently Asked Questions:

Q: What is the DTAP program?

The DTAP is an employee benefit offered by the University to all eligible full-time continuing employees. This program assists in defraying the cost of an undergraduate program of study for an eligible employee's spouse and/or dependants enrolled at an eligible post-secondary institution.

Q: How do I know if I am an eligible employee?

You are an eligible employee if you are a current employee of Ontario Tech University who is:

    a.   is employed in a full-time continuing capacity, and;
    b.   has completed six (6) months of employment prior to the start of the first semester for which the application for the DTAP benefit is being made.

Q: Who is an eligible student when applying for DTAP?

An eligible student is a student who is:

    a.   the dependant or spouse of an eligible employee, and;
    b.   enrolled as a full-time student in an eligible program of study at any eligible post- secondary institution in Ontario.

Q: Who is considered to be a dependant or spouse under the DTAP program?

A spouse is defined as:

    a.   a person married to an eligible employee under any formal union recognized by law, or;
    b.   a partner of the eligible employee who is of the opposite sex or of the same sex and who is publicly represented to be the spouse of the eligible employee.

A dependant is defined as a child who:

    a.   is less than 25 years of age, and;
    b.   is dependent on you for support.

Child is defined as:

    a.   your biological child; or
    b.   your step-child; or
    c.   your adopted child.

NOTE: The age restriction of 25 years does not apply to a dependant with a physical or mental disability, who had this disability before the age of 25 years.

Q: Is my dependant eligible if they are attending a post-secondary institution part-time?

No. A dependant or spouse is only eligible for DTAP if they are enrolled in a **full-time** diploma or undergraduate program of study at an eligible Ontario post-secondary institution.

Q: What programs of study are eligible for DTAP?

Program of study is defined as:

a. a full time program of study leading to an undergraduate degree or College diploma at any eligible post-secondary institution in Ontario, and;
b. the first such program of study funded under the DTAP for the dependant or spouse.

Q: What does an eligible post-secondary institution mean?

- Eligible post-secondary institution means a non-private educational institution recognized by the Ontario Ministry of Training, Colleges and Universities.

Q: How much will I receive for DTAP?

Each academic year, the University establishes annually a fixed sum of money available for the DTAP. Eligible employees will follow the procedure to apply for the DTAP benefit for a program of study for their eligible student (i.e. dependant).

Eligible students are eligible to receive the DTAP benefit for a program of study in an amount of up to 50% of the tuition for a first year Bachelor of Arts (B.A.) program at Ontario Tech University for the semester(s) for which the application is being made.

For an eligible student attending Ontario Tech University, the value of the DTAP benefit will be 50% of the tuition for a first year Bachelor of Arts (B.A.) program at Ontario Tech University.

Should the total value of all DTAP applications from all eligible students for the year exceed the fixed funds available, after providing for the DTAP benefit for eligible students attending Ontario Tech University, the amount of the DTAP benefit will be determined on a pro-rata basis such that there will be an equal sharing of available funds amongst all other eligible students.

Q: How do I apply for DTAP?

To apply for DTAP, look for the email communication from pensionandbenefits@ontariotechu.ca, available each academic semester. Once you have received it, complete and submit the online **DTAP Application** along with the proof of payment by the applicable deadline specified in the email.

The DTAP online application steps are:
1. Access the secure site "Log in page" and enter your Banner ID and network password;
2. Enter the required information and remember to attach/upload your **proof of payment**;
3. Select "continue" and review your submission prior to submitting, and;
4. Check your email for the confirmation email and retain a copy for your records.

Q: How often can I apply for DTAP

Each eligible dependant can receive one (1) year's tuition or two (2) semesters per academic year to a maximum of four (4) years tuition or eight (8) academic semesters in total.

Q: When do I need to apply for DTAP?

Your application must be submitted per semester each academic year with the applicable proof of payment for the semester for which you are applying for. Applications received together with proof of payment will be processed for the current term you are applying for. **Applications submitted for a prior semester(s) will not be processed for payment.**

Q: What is an acceptable proof of Tuition payment?

Acceptable proof of payment includes the following:

     a. a receipt from the post-secondary institution showing payment of tuition;
     b. a print screen of your tuition payment made to the post-secondary institution, or;
     c. a copy or print screen of the student's online student account that identifies the tuition payment.

Q: My dependant is enrolled in a certificate program at a post-secondary institution. Are they eligible for DTAP?

Yes, full-time certificate programs at eligible post- secondary institutions in Ontario are eligible.

Q: My dependant or spouse is enrolled in a program of study that will be completed over 3 consecutive semesters. Are they eligible for DTAP?

DTAP is only reimbursed for one (1) year's tuition or two (2) semesters per academic year. If your dependant or spouse is completing three (3) semesters per academic year, the reimbursement will only be applicable for two (2) semesters maximum during the academic year.

Q: I missed the previous application deadline. Can I submit it in the next application deadline and receive reimbursement for the missed semester and the current one.

The eligible employee will complete the DTAP Application Form and supply proof of the eligible student's enrolment in a program of study and proof of payment of tuition fees for the program of study to the Human Resources department **by the due dates published by Human Resources**." For example, this means that the application for the Fall Term must be submitted by the Fall deadline. Payments cannot be made for prior terms on a retroactive basis.

Q: Why is the reimbursement made payable to my dependant or spouse?

The partial tuition reimbursement is a taxable benefit for the dependant or spouse in accordance with Canada Revenue Agency . As such, the dependant or spouse will also receive a T4A for the amount received in a calendar year to file with their taxes.

Q: When is the DTAP payment processed?

DTAP payments are processed after the last withdrawal date for the applicable semester. The date(s) for DTAP payment are communicated by Human Resources in the initial DTAP email communication.

DTAP payments are made upon receipt of the Student Direct Deposit form together with a void cheque. This is submitted to deposits@ontariotechu.ca, for reimbursement.

Q: How will my dependant or spouse receive payment?

The DTAP benefit will be paid via direct deposit to the dependant's or spouse's bank account.

Q: Will I receive notification of the payment?

An email notification will be sent to the dependant or spouse prior to the direct deposit being made.

For more details please review your applicable Collective agreement or Policy.