



TUITION REMISSION FORM FOR EXEMPT STAFF

FILE # _____

Employee Name: _____ Student # of person taking course: _____

Spouse / Dependent: _____ Age of Dependent: _____

Course Name: _____

Dates: _____ to _____

Tuition Amount (only): \$ _____ (does NOT include Student Union, Activity or any other fees)

PLEASE CHOOSE ONE:

Scrip

Employee must forward this application along with the course registration form to the VP Administration/Bursar for approval.

Refund Requested (if course fully paid for)

Provide copies of tuition receipt and course registration form to the VP Administration/Bursar for approval. A cheque will be processed by Finance and forwarded to the registered student. Payroll will make the necessary adjustment to employee's taxable benefit.

**** NOTE **** For courses taken by spouses/dependents, tuition fee remission is a taxable benefit which will be added to employee's next pay cheque for tax calculation and withholding. Employees taking courses are exempt from the taxable benefit calculation.

Requested by: _____

Employee's Signature

Date

FOR OFFICE USE ONLY

Full Remission

Partial Remission _____ %

\$ _____

Approved by: _____

Vice President Administration & Finance

Date

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Employee

Voucher

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7	2	3	6
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DEBIT: \$ _____