Selkirk College

PPWC TUITION REMISSION APPLICATION

FILE # _____

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

Spouse / Dependent: _____   **Age of Dependent:** _____

Course Name: _____

Dates: _____ **to** _____

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

PLEASE CHOOSE ONE:

Credit to Student Account

Refund Requested *(if course fully paid for)*

Attach this completed form to the Course Registration Statement and forward to Human Resources. Tuition remission is a taxable benefit and for employee courses, will be added to your next pay cheque for tax calculation Spouses and/or dependents will receive a T4A during tax season.

Requested by: _____
 Employee's Signature   *Date*

Supervisor's Approval: _____
(only for employee courses during working hours)

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Full Remission   **Partial Remission** _____ **%**   **$** _____

_____

HR _____
Payroll _____
Cashier _____

Approved by: _____
 Human Resources   *Date*

1	0	0	0	0	0	2	3	0	0	7	2	3	6	– Employee
1	0	0	0	0	0	2	3	0	0	7	3	3	6	– Spouse/Dependent

(highlighted account code to be utilized)

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