

TUITION REMISSION FOR EXEMPT EMPLOYEES

NOTE THAT THIS APPROVAL PROCESS WILL START THE DAY AFTER THE COURSE STARTS

Please reference Article 10-10.2 on Page 14 from your Administration Staff Employment and Benefit Program for more information related to your tuition remission

Student Number:	Employee Name:
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Spouse / Dependent Full Name: _____

Verification of Social Insurance Number of Spouse/Dependent for T4A purposes will be required if course total is over \$500
Human Resources will contact you if required. **Please do not include your Social Insurance Number.**

COURSE INFORMATION

Course Name: _____

Dates of Course:	Tuition Amount*:	* Tuition Amount Only. Does NOT include books, Student Union, Activity or any other fees. Ensure top part is fully completed and your Course Statement is attached. This will ensure no delays in processing.
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PLEASE CHOOSE ONE:

- Credit to Student Account**
- Refund Requested** (if course has already been paid in full)

(Tuition Remission is a taxable benefit, as such the tuition amount will be added to your yearly T4 for tax purposes. Spouses and/or dependents will receive a T4A for their courses totaling over \$500.)

REQUESTED BY:

_____ Employee	_____ Date	_____ Signature
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APPROVAL BY:

_____ Supervisor	_____ Date	_____ Signature
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OFFICE USE ONLY

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APPROVAL BY:

_____ Human Resources Advisor and/or HR Designate	_____ Date	_____ Signature
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