

# TUITION REMISSION FOR PPWC EMPLOYEES

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

Please reference Article 19 in the PPWC Collective Agreement for more information related to tuition remission.

Student Number:	Employee Name:
<input type="checkbox"/> Spouse / <input type="checkbox"/> 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. <b>Please do not include your Social Insurance Number.</b>	

**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.

**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**

**EMPLOYEE**

1	0	1	0	5	3	1	1	1	0	7	2	3	6	\$ _____
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**SPOUSE / DEPENDENT**

1	0	1	0	5	3	1	1	1	0	7	3	3	6	\$ _____
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**APPROVAL BY:**

Human Resources Advisor and/or HR Designate	Date	Signature
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