



TUITION DISCOUNT APPLICATION - CREDIT COURSE

EMPLOYEE APPLICATION

Date: _____

Name: _____

Employee Number: A _____

Department: _____

Position: _____

Date of Employment: _____

Course Title/ Credit Number: _____

Course Term: Year _____ Fall Term Winter Term Summer Session I Summer

Tuition Discount: Full – Job Related* Half – Not Job Related**

*Reason why course is required for work: _____

*Approved by (Department Head): _____

*I agree that any tax receipt I receive for this course will not be used for income tax purposes.

** Tuition discounts claimed by employees which are not job related are considered a taxable benefit to the employee. Accordingly, the employee's annual T4 slip will be adjusted to reflect the fair market value of the discount received during each calendar year.

Signature: _____ Date: _____

SPOUSE/ DEPENDENT APPLICATION

Name of Applicant: _____ Relationship Spouse* to Employee Dependent Child*

Student Number: A _____ Dependent Child's Date of Birth: _____

Spouse/ Dependent Child Signature: _____

Name of Employee: _____ Department: _____

Employee Number: A _____

Employee Signature: _____

Course Title/ Credit Number: _____

Course Term: Year _____ Fall Term Winter Term Summer Session I Summer Session II

Note: Tuition discounts claimed by spouse/ dependents are considered taxable to the student. Accordingly, a T4A slip will be produced to reflect the fair market value of the discount received during each calendar year.

Office Use Only: Authorization: _____

AVP, People & Culture

*Spouse – A person of the opposite or same sex who is legally married to the Employee, or who has cohabitated in a conjugal relationship with the Employee for not less than twelve (12) months.

*Dependant Child – A child through birth, adoption, or legal guardianship, of either a continuing Employee or a former Employee who passed away while employed who is under age twenty-six (26) years of age at the start date of the semester.

Note: In situations where a collective agreement is in place, the policies and processes for tuition waiver as outlined in the collective agreement will prevail.