

EMPLOYEE TUITION ASSISTANCE APPLICATION

1. Please refer to the Educational Assistance Policy: [Policy #3000-3-2](#)
2. The applicant is required to complete Section A and B and submit to their direct supervisor.
3. Please attach a copy of the fee schedule and program description to the application form.
4. The direct supervisor will complete Section C and make recommendations for approval.
5. It is the responsibility of the employee to submit the completed application form to the Teaching and Learning Commons.
6. The Teaching and Learning Commons will review and determine if the application qualifies for assistance.
7. Notification of approval or decline will be communicated to the employee and their direct supervisor.
8. Registration may not commence until final approval notification is communicated.

If you require additional information after you have read the policy and reviewed the application form, please feel free to contact the Teaching and Learning Commons.

SECTION A: APPLICANT INFORMATION (completed by applicant)			
Applicant Name:		Ext:	
Applicant Signature:		Date:	
Position Title:			
Select Position:			
Department:			
Direct Supervisor:			

SECTION B: PROGRAM INFORMATION (completed by applicant)			
Name of Institution:			
Name of Program			
Credential Received Upon Completion:			
Start Date:		Anticipated End Date:	
Please Check the Appropriate Box	<input type="checkbox"/> Post-Secondary Diploma or Undergraduate Degree (Reimburse 50% of tuition for each course successfully completed to a maximum of \$5,000)		
	<input type="checkbox"/> Graduate Degree, either Masters or Doctoral (Reimburse 50% of tuition for each course successfully completed to a maximum of \$7,500)		
	<i>These amounts are not cumulative i.e. the maximum amount for an employee who receives assistance for both an undergraduate and a graduate degree is \$7,500.</i>		

Why do you wish to take this program/course?

How does this program/course specifically align with the strategic directions of the College and your department?

How will this program/course enhance your ability to fulfill your professional responsibilities and developmental goals?

Have you received support from any College funds (including from your department) for tuition reimbursement before? If so, please list the educational institutions, the programs/courses, when completed and what reimbursement you received.

SECTION C: SUPERVISOR RECOMMENDATION (completed by supervisor)

Supervisor Signature:

Date:

- I have reviewed the applicant's request for tuition assistance and recommend that he/she be considered for assistance.
- I have reviewed the applicant's request for tuition assistance and do not recommend that he/she be considered for assistance. I have discussed this with the applicant.

Rationale for the above decision. Outline the benefits to the College, department, and individual:

SECTION D: Teaching and Learning Commons APPROVAL

Approval Signature:

Date:

Notification Sent:

Date: