



Request for Employee Tuition Waiver – ADMIN

EMPLOYEE NAME:				
STUDENT NUMBER:			EMPLOYEE NUMBER:	
PROGRAM:				
	COURSE CODE		SECTION/INTAKE CODE	# OF CREDITS
COURSE(S):		SECTION(S):		

ADMIN employees with a regular appointment or Term employees who have an appointment of at least six months may register in University courses, at no tuition cost, provided that no fee-paying student is displaced.

Procedures for ADMIN Registering into Credit Courses:

1. Regular fee-paying students will be given the opportunity to register in courses first.
2. You may register for courses on or any time after the “Free for Staff registration date/time”. If you choose to register for courses prior to the “Free for Staff registration date/time”, you will **not** be eligible for this waiver.
3. Please take this form to Human Resources. They will confirm whether or not your employment status qualifies for this waiver (see below).
4. Bring this form, along with your employee ID card, to the Registration Centre any time on or after the “Free for Staff registration date/time”.
5. Tuition and Student Activity and Student Services fees are waived, however you are responsible to pay Student Society fees and any other fees associated with the course.
6. If you are registering for the first time in credit courses, an application fee and completion of an “Application for Admission” form are required.
7. Official transcripts necessary to satisfy admission and prerequisite requirements must be submitted or be on file with Registration. Alternatively, written permission from the department Chair or Coordinator may be submitted to waive these requirements.
8. Attending a course during working hours must be approved by your supervisor.

HR Confirmation of Eligibility:	Yes <input type="checkbox"/>	HR Name:	Date:
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If yes, proceed to Registration

Registration Confirmation of Eligibility:	Yes <input type="checkbox"/>	Name:	Date:
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If yes, send to Accounts Receivable for processing