



Request for Employee Tuition Waiver - ADMIN Revenue Dependent Courses (section codes ending 70-79)

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 with an appointment of at least six months may register in Revenue Dependent courses, at no tuition cost, with written permission from the Dean of that faculty.

Procedures for ADMIN Registering into Revenue Dependent 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 first. They will confirm whether or not your employment status qualifies for this waiver (see below).
4. Then take this form to the appropriate Dean for approval to register in the Revenue Dependent course(s).
5. 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".
6. Tuition and Student Activity fees and Student Services fees are waived, however you are responsible to pay Student Society fees and any other fees associated with the course.
7. If you are registering for the first time in credit courses, an application fee and completion of an "Application for Admission" form are required.
8. 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.
9. Attending a course during working hours must be approved by your supervisor.

HR Confirmation of Eligibility:	Yes <input type="checkbox"/>	HR Name:	Date:
<i>If yes, proceed to appropriate Dean</i>			
Dean's approval:	Yes <input type="checkbox"/>	Dean's signature:	Date:
<i>If yes, proceed to Registration</i>			
Registration Confirmation of Eligibility:	Yes <input type="checkbox"/>	Name:	Date:
<i>If yes, sent to Accounts Receivable for processing</i>			

