

ACKNOWLEDGEMENT

DEGREE/D

Waiver Form—Page 2

The percentage of waiver to which you may be entitled is dependent on: your staff category; employment date; percentage of employment; and the eligibility of the program of study.

FOR HR USE ONLY

Employment Date/Retirement Date _____

Employee Group _____ P/M ___ Or _Confidential_____

Program of Study _____

Session/Course Start Date _____

% Waiver

Special Instructions

Human Resources
Tuition Waiver
Authorized By:

Signature

Print Name

Divisional HR Office

Divisional HR Office Phone Number

Date

INFORMATION ON HOW TO GET YOUR STAFF TUITION WAIVER APPROVED AND PROCESSED

All Staff Tuition Waivers Requests must be approved by your Divisional Human Resources Office prior to being sent to the Student Accounts Office or School of Continuing Studies.

All enquiries regarding Staff Tuition Waivers Requests should be directed to your Divisional Human Resources office.

PLEASE APPLY FOR YOUR TUITION WAIVER **WELL IN ADVANCE** OF YOUR REGISTRATION DEADLINE.

It is a good idea to keep a photocopy of the approved Staff Tuition Waiver Request Form for your records.

For Degree/Diploma/Certificate Programs:

Present your *approved* Staff Tuition Waiver Request Form to the Student Accounts Office, 215 Huron St., 3rd Floor. Pay incidental, registration, and system access fees at a bank. Please refer to the Student Accounts website, www.studentaccount@utoronto.ca for more information with respect to your account. The maximum reimbursement of up to \$3000 for degree/credit courses combined per academic year .

A ROSI print out (**Invoice**) must accompany the Staff Tuition Waiver Request in order to be approved by Human Resources.

For School of Continuing Studies Courses:

When your Staff Tuition Waiver Request Form has been *approved*, fax the approved form along with your SCS Registration Form to 416-978-6666; or, mail to Assistant Director and Registrar's Office, School of Continuing Studies, University of Toronto, 158 St. George St., Toronto, Ontario M5S 2V8 or SCS Learn learn@utoronto.ca

Staff may take a **maximum of six** School of Continuing Studies courses per academic year.

Note: Staff Tuition Waivers for School of Continuing Studies personal interest courses represent a **taxable benefit** to the employee. The amount of tuition waived will be reflected as a taxable benefit on the employee's T-4 slip. The amount will be shown in Box 14 "Employment Income Before Deductions" and Box 40 "Other Taxable Income".