

PERSONAL INFORMATION TO BE COMPLETED BY THE STAFF MEMBER

<input type="text"/>		<input type="text"/>
Surname		First Name
<input type="text"/>		
University Department Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Number	Personnel Number	University Phone Number

ACKNOWLEDGEMENT

It is the student's responsibility to:

- pay all incidental/ancillary fees; pay all academic fees not covered by the tuition waiver; SCS transfer and withdrawal fees
- provide written notice of withdrawal to the faculty/school enrolled in, if withdrawing or dropping from a course. Final course eligibility may be verified with the Registrar or Fees Office.
- pay the difference for eligible courses that are more than the eligible maximum waiver amount.

<hr/>	<hr/>
Staff Member's Signature	Date

SCHEDULING APPROVAL FOR ATTENDANCE DURING WORKING HOURS

Some part or all of the schedules for the course will be conducted during normal working hours.
The appropriate departmental approval is below.

<hr/>	<hr/>
Department Head's Signature	Date

DEGREE/DIPLOMA/CERTIFICATE COURSES EXCLUDING COURSES TAKEN AT THE SCHOOL OF CONTINUING STUDIES

Specify Degree, Certificate, Diploma:

Session:
(e.g., 2011 Winter)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

SCHOOL OF CONTINUING STUDIES COURSES

Course Number and Title of Course	Fee	Course Start Date Month/Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 _____

Program of Study _____

% 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.