



Eligible employees and their eligible dependents may apply for a tuition scholarship. The applicant and the employee must meet the eligibility requirements on the first day of classes for the term in which the applicant is applying.

Each year, reimbursements will be processed in June for Fall/Winter courses and October for Spring/Summer courses. Scholarship values will be posted directly to the student account and refund cheques will be issued and mailed to the student.

***Annual submission deadlines are: June 1st for the previous Fall/Winter courses; October 1st for the previous Spring/Summer courses.**

Eligibility

An eligible employee shall be defined as someone who is:

- A full-time regular employee; or
- A part-time regular employee whose hours of work are fixed at 50% of the standard work week; or
- A regular employee whose position does not have fixed hours of work, but has worked a minimum of 50% of the full-time hours of work for each bi-weekly pay period in the six (6) months immediately prior to the commencement of the courses for which a tuition scholarship would apply and continues to work a minimum of 50% of the full-time hours of work for each bi-weekly pay period for the duration of the courses for which the tuition scholarship would apply. The amount of the benefit provided shall be prorated for the duration of the courses for which the benefit would apply.

An eligible dependent shall be a natural child, legally adopted child, stepchild, or a child of a common-law and/or same sex spouse provided such a child is living with you, and is:

- Unmarried and under the age of 21 and dependent on employee for support; or
- Unmarried and under the age of 25 and a full-time* student of The University of Winnipeg.
- The age restrictions do not apply to a physically or mentally incapacitated child.

Academic Eligibility

- Have achieved a grade of 2.00 (C) or better
- Completed credit courses at The University of Winnipeg Collegiate towards a first high school diploma.

Submit your completed application form to Human Resources.

Human Resources will confirm benefit eligibility, and will then forward the application to Awards and Financial Aid for confirmation of academic eligibility and processing.

Please review the Awards and Financial Aid website for additional information on application deadlines and reimbursement values.

DETAILS				
Employee Name				
Student Name				
Student Number				
MET Number				
Social Insurance Number				
Date of Birth (dd/mm/yyyy)				
Marital Status	<input type="radio"/> Single	<input type="radio"/> Married/Common Law		
Registration Status	<input type="radio"/> Full-Time	<input type="radio"/> Part-Time		
Academic Session	<input type="radio"/> Fall	<input type="radio"/> Winter	<input type="radio"/> Spring	
Grade/Year Level	<input type="radio"/> 9	<input type="radio"/> 10	<input type="radio"/> 11	<input type="radio"/> 12

DECLARATION AND CONSENT

I hereby declare that all the information on this application is complete and true in every respect. I understand that my personal information will be collected and may be used for the purposes as outlined in the Manitoba Freedom of Information and Protection of Privacy Act.

Student Signature

Date (YYYYMMDD)

Employee Signature

Date (YYYYMMDD)

ELIGIBILITY CONFIRMATION

Human Resources Signature

Date (YYYYMMDD)

AWARDS AND FINANCIAL AID OFFICE USE ONLY	
Credit Hours Completed with C or Higher	
Value of Scholarship	
Date Posted	