THE UNIVERSITY OF WINNIPEG

AESES Employees

Employee Tuition Scholarship Application Form

Eligible employees, their spouses, 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.**

Benefit 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 spouse is a spouse or common-law spouse as declared by an eligible employee for other University benefit purposes.

An eligible dependent shall be a natural child, legally adopted child, stepchild, or a child of a common-law 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 towards a first undergraduate degree. A University of Winnipeg Bachelor of Education degree shall be considered as a first undergraduate degree.
- Have not exceeded the minimum number of credit hours required to complete a degree:
  - General Degree (3 Year) 90 credit hours
  - Honours or 4 Year Degree 120 credit hours
  - Bachelor of Education (after degree) 60 credit hours
  - Bachelor of Education (integrated) 150 credit hours
- Eligible employees having an undergraduate degree or having already completed the minimum number of undergraduate courses required to complete an undergraduate degree according to Senate regulations shall be eligible for Tuition Scholarship benefits for credit courses taken outside of their scheduled hours of work (except as part of modified work week arrangements) provided they register during the course add/drop period.

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

EMPLOYEE DETAILS		
Employee Name		
Department		
Prorated	○ No	○ Yes, at _____%

STUDENT DETAILS			
Student Name			
UofW Student Number			
Social Insurance Number			
Date of Birth (dd/mm/yyyy)			
Registration Status	○ Full-Time*	○ Part-Time	
Academic Session	○ Fall/Winter	○ Spring/Summer	
Degree Program	○ 3 Year	○ 4 Year	○ Honours
	○ Education (after degree)	○ Education (integrated)	
Relationship to Employee	○ Self	○ Spouse	○ Dependent
Marital Status if a dependent	○ Single	○ Married/Common-Law	
Are you at a reduced course-load and registered with Accessibility Services?	○ Yes	○ No	

Full-time status is defined as at least 9 credit hours **per Term.*
*Students who are registered with Accessibility Services at The University of Winnipeg for a reduced course load accommodation are considered full-time if they are registered in at least 6 credit hours **per Term**.*

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 and, if applicable, personal health information is collected under 36(1)(b) of the Freedom of Information and Protection of Privacy Act and in accordance with the Personal Health Information Act for the purpose of confirming applicant eligibility and administering the Employee Tuition Scholarship. If I have indicated that I am at a reduced course-load and registered with Accessibility Services, I authorize Accessibility Services to disclose this information to the Awards and Financial Aid Office for the purpose of confirming my full time status eligibility. Questions regarding this collection can be directed to the Information and Privacy Officer at 515 Portage Avenue, Winnipeg, MB R3B 2E9 or 204.988.7538.

_____ _____
Student Signature **Date (YYYY/MM/DD)**

_____ _____
Employee Signature **Date (YYYY/MM/DD)**

_____ _____
Human Resources Signature **Date (YYYY/MM/DD)**

AWARDS AND FINANCIAL AID - OFFICE USE ONLY	
Credit Hours Completed with C or higher	
Value of Scholarship (prorated, if applicable)	
Date Posted	

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.
Any questions regarding the application deadline, payment, etc. should be directed to Awards and Financial Aid.