



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 1<sup>st</sup> for the previous Fall/Winter courses; October 1<sup>st</sup> for the previous Spring/Summer courses.**

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### **Benefit Eligibility**

An eligible employee shall be defined as someone who is:

- A full-time continuing employee; or
- A part-time continuing employee whose hours of work are fixed at 50% or more of the standard work week.

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.

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

**EMPLOYEE DETAILS**

Employee Name

Department

**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.*

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**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

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.