



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 or part-time (at least 50% of the normal workload) member with a probationary, tenured, continuing or term appointment of more than two (2) consecutive years.

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
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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	<input type="radio"/> Full-Time*	<input type="radio"/> Part-Time	
Academic Session	<input type="radio"/> Fall/Winter	<input type="radio"/> Spring/Summer	
Degree Program	<input type="radio"/> 3 Year	<input type="radio"/> 4 Year	<input type="radio"/> Honours
	<input type="radio"/> Education (after degree)	<input type="radio"/> Education (integrated)	
Relationship to Employee	<input type="radio"/> Self	<input type="radio"/> Spouse	<input type="radio"/> Dependent
Marital Status if a dependent	<input type="radio"/> Single	<input type="radio"/> Married/Common-Law	
Are you at a reduced course-load and registered with Accessibility Services	<input type="radio"/> Yes	<input type="radio"/> 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	
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.