



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 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 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 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 Collegiate.
- 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.

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## **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	