



APPLICATION FOR TUITION FEE REIMBURSEMENT

Reimbursement of tuition fees shall be granted provided the following conditions are met:

- For non-credit courses offered by UWinnipeg's Professional, Applied and Continuing Education: all courses are eligible.
- For non-credit & credit courses taken at another post-secondary institution: the course **must be approved in advance** by Human Resources, must be job-related and must not be offered at The University of Winnipeg.

SECTION 1: PRIOR TO COURSE REGISTRATION

Complete Section 1 in full and forward form to Human Resources, attaching any correspondence which supports the request for reimbursement. Once approved, this form will be returned. The employee may then register for the course and retain the form for re-submission upon successful course completion (see Section 2).

For further information, refer to your applicable Collective Agreement or Policy which covers Tuition Reimbursement.

Employee Information

Name: _____ Group: AESES / IUOE / CMP

Department: _____ Employment Start Date: _____

Position Category: Continuing / Sessional Status: Full-time / Part-time

Course Information

Name of Institution: _____ Credit Course / Non-Credit Course

Faculty/Program: _____ Amount of Tuition Fees \$ _____

Academic Year: _____ Session: Fall / Winter / Spring / Summer

Course Title: _____

Acknowledgement

I understand that the tuition reimbursement will be considered as a taxable benefit and reported on my T4 slip unless the course is work related.

Signature of Employee

Date

Approval/Authorization

Signature of Dean or Excluded Administrator

Date

Human Resources Officer

Date

SECTION 2: UPON SUCCESSFUL COURSE COMPLETION

Within six months of successfully completing the course, re-submit this form to Human Resources. Attach a grade report along with documentation certifying payment and allocation of fees.

Authorization of Tuition Fee Reimbursement (50% of tuition fees, pro-rated if applicable)

Tuition Fees: \$ _____ FTE: _____ (_____ %) Reimbursement \$ _____

Human Resources Officer

Date