

# RETIREE TUITION ASSISTANCE APPLICATION



Please refer to the reverse side of this form for instructions. Incomplete forms will be returned without processing.

**THIS FORM DOES NOT ENROLL YOU INTO THE COURSE(S). PLEASE CONSULT COURSE CONTACT FOR REGISTRATION PROCESS.**

## RETIREE INFORMATION

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MCMASTER STUDENT ID NUMBER (if applicable)

SURNAME

DEPARTMENT

CITY, PROVINCE

POSTAL CODE

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RETIREE ID NUMBER

GIVEN NAME(S)

HOME ADDRESS

EMAIL

TELEPHONE

## Academic Year and Session

Sept 1 \_\_\_\_\_ to Aug 31 \_\_\_\_\_  
Year Year

Session (check)

Fall

Winter

Spring  
/Summer

**A**

MCMASTER UNIVERSITY GRADUATE & UNDERGRADUATE COURSES

Course Name	Course #	# of Units	Start Date	End Date

**B**

CENTRE FOR CONTINUING EDUCATION COURSES\*

*Tuition Assistance application is NOT required for Micro-Computer training and MVP. Contact CCE directly to enroll in these courses. Tuition Assistance does not cover Supplementary Fees.*

Course Name	Course #	# of Hours	Start Date	End Date

\*Continuing Education courses must be a minimum of 18 hours of classroom study to qualify for this benefit (in addition policy requirements). Yearly maximums apply.

Are any of these courses being repeated? Benefit is reduced to 50% for repeated courses. Only one repeat is allowed.

YES

NO

Applicant

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Authorization:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

To see the complete policy, please refer to: <https://hr.mcmaster.ca/employees/development/tuition-assistance-bursary-benefit/>

## Applying for Tuition Assistance:

1. Complete form in full and sign.
2. Send completed form to: [hr.mcmaster@mcmaster.ca](mailto:hr.mcmaster@mcmaster.ca)

## Eligibility:

1. All retirees of McMaster University are eligible for undergraduate and graduate courses offered through McMaster University only.
2. Where applicable, retirees are required to follow established admission processes and must be accepted into his/her requested program.

(for the complete policy please visit this link: <https://hr.mcmaster.ca/employees/development/tuition-assistance-bursary-benefit/> or you may contact Human Resources Services at ext. 22247 or [hr.mcmaster@mcmaster.ca](mailto:hr.mcmaster@mcmaster.ca))

## General Information:

1. The maximum amount of assistance is based on the equivalent of 18 academic units (McMaster University tuition fees are established for each academic year). This year refreshes every September 1st and tuition assistance dollars are not retroactive and do not accumulate year to year.
2. All supplementary fees, student fees, administration fees, books, materials, etc. are not covered by this policy.
3. Conference, seminars, and workshops are not covered.

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