

EMPLOYEE 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.

EMPLOYEE INFORMATION

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MCMASTER STUDENT ID NUMBER (if applicable)

SURNAME

POSITION

BUILDING

ROOM

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EMPLOYEE ID NUMBER

GIVEN NAME(S)

DEPARTMENT

EMAIL

TELEPHONE

Academic Year and Session

Sept 1 _____ to Aug 31 _____
Year Year

Session (check)

Fall

Winter

Spring
/Summer

MCMASTER UNIVERSITY GRADUATE & UNDERGRADUATE COURSES

A

Course Name	Course #	# of Units	Start Date	End Date

CENTRE FOR CONTINUING EDUCATION COURSES (CCE)

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.

B

Course Name	Course #	# of Hours	Start Date	End Date

OTHER INSTITUTIONS* (OUTSIDE COURSES/PROGRAMS)

Name of Institution:

C

Course or Program Name	Course #	# of Hours	Cost

**Original receipt and proof of enrollment must be attached to application.*

*Courses must be job related and at a minimum of 18 hours of classroom study to quality (in addition to policy requirements). Yearly maximums apply (see policy).

Please describe how this course(s) is related to your current or potential future responsibilities.

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

If classes are taken during the day, will the time be made up? Y/N

I understand that if I terminate my employment with the University, I will be responsible for a portion of the fee.

Applicant: _____

Date: _____

Supervisor's Approval:

Name: _____

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. Obtain supervisor's signature.
3. Send completed form, along with original receipt and proof of registration (Section C only) to:
hr.mcmaster@mcmaster.ca

Eligibility:

McMaster University employees are eligible for tuition assistance provided they are employed:

- a) On a continuing basis for at least half the normal full-time hours*; or,
- b) On a contractually limited basis for at least half the normal full-time hours for a minimum of one year; or,
- c) Employees of a bargaining unit when a collective agreement specifically extends the tuition assistance benefit to all members.

*employees who work less than half the normal full-time hours on a continuing basis will be eligible on a pro-rated basis.

(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)

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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