

# 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

<input type="text"/>										<input type="text"/>										<b>Academic Year and Session</b> Sept 1 _____ Year to Aug 31 _____ Year Session (check) <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring /Summer	
McMASTER STUDENT ID NUMBER (if applicable)										EMPLOYEE ID NUMBER											
<input type="text"/> SURNAME										<input type="text"/> GIVEN NAME(S)											
<input type="text"/> POSITION										<input type="text"/> DEPARTMENT											
<input type="text"/> BUILDING					<input type="text"/> ROOM					<input type="text"/> E-mail					<input type="text"/> TELEPHONE						

## A

McMASTER UNIVERSITY GRADUATE & UNDERGRADUATE COURSES

Faculty:

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. Tuition Assistance does not cover Supplementary Fees. Please include payment with registration form.

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. Yearly maximums apply (see policy).

## C

OTHER INSTITUTIONS\* (OUTSIDE COURSES/PROGAMS)

Name of Institution:

Course or Program Name	Course #	# of hours	Cost

\*Original receipt must be attached to this form. Student is reimbursed 50% upon enrollment, 50% upon receipt of transcript.

\*Courses must be job related and a minimum of 18 hours of classroom study to qualify for this benefit. 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 working 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: \_\_\_\_\_  
 Signed: \_\_\_\_\_

Human Resources Authorization:  
 Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Employee Tuition Assistance Application Guidelines



To see the complete policy, please refer to [www.workingatmcmaster.ca](http://www.workingatmcmaster.ca)

### Applying for Tuition Assistance:

- 1) Complete form in full and sign.
- 2) Obtain supervisor's signature.
- 3) Send form (for Sections A and B only), original receipt and proof of registration to:  
Human Resources Services Centre  
Tuition Assistance  
Gilmour Hall, Room 304

### Eligibility:

- 1) 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 members.

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

(for the complete policy please visit this link: <http://www.mcmaster.ca/policy/> or you may contact Human Resources Services at 24554)

### 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 do not accumulate year to year. Please visit <http://www.workingatmcmaster.ca/benefits/tuition-assistance/> for the current benefit amount.
- 2) All supplementary fees, student fees, administration fees, books, materials, etc. are not covered by this policy.
- 3) Conferences are not covered.

The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on the behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990).

Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University

In addition to collecting personal information for its own purposes, McMaster University collects specific and limited personal information on behalf of the McMaster Student Union, the McMaster Association of Part-time Students and/or the McMaster Graduate Students Association. The groups use the information for the purpose of membership, administration, elections, annual general meetings, health plans and other related matters only. Please contact the relevant Student Union/Association office if you have questions about this collection, use and disclosure of your personal information.