How to Apply for External Tuition Bursary

This process describes the activities required to submit an application for the External Tuition Bursary Benefit for Dependents and Spouses.

**NOTE:** Before submitting the application, employees must attach proof of enrollment/payment and proof that courses are required for completion of an Undergraduate or Graduate Degree, or a College Diploma (of 2 or 3 years in duration). More information can be found in the FAQ – Tuition Bursary Benefit for Dependents & Spouses.

**Task 1: Complete and Submit External Tuition Bursary Application Form**

1. Log into Mosaic.
2. Click the Mosaic Home dropdown menu and select Employee Self Service.

3. Click the External Tuition Bursary Form tile to open the application form.

4. Click **Fill out the Form** on the Microsoft Forms window.

**Note:** The form will open in a new window. If you are experiencing issues, ensure pop-up blockers are disabled in your browser.

**Note:** If the form does not automatically open, you will need to follow the below steps to log into Office 365.

5. Complete the form, being sure to populate all mandatory fields marked with an asterisk.

6. When completed, click **Submit** to complete application for the benefit.