

**FREQUENTLY ASKED QUESTIONS**  
**For the External Tuition Bursary Program for Dependants and Spouses**  
*(as of June 2023)*

1	Is my dependant and/or spouse eligible to receive this benefit?	<p>Please refer to the <a href="#">Tuition Bursary Program for Dependants and Spouses</a> policy for definitions and eligibility. Should you have any further questions regarding your specific eligibility, please contact: <a href="mailto:hr.mcmaster@mcmaster.ca">hr.mcmaster@mcmaster.ca</a></p> <p>In addition to meeting the employee eligibility criteria outlined in the policy, the External Tuition Bursary Eligible Employee Groups are:</p> <ul style="list-style-type: none"> <li>• McMaster University Faculty Association (MUFA), provided the Employee is eligible to participate in the Career Progress / Merit program;</li> <li>• Senior Administrative Leaders (SAL); or</li> <li>• The Management Group (TMG)</li> </ul>
2	When is this benefit in effect?	The benefit will cover the academic period of September 1 to August 31, annually.
3	Is this benefit the same as the Tuition Bursary Benefit for McMaster students and the Tuition Assistance benefits?	The application and payment procedures for the External Tuition Bursary Benefit (for non-McMaster students) are different from the Tuition Bursary Benefit for McMaster students and the Tuition Assistance benefits. Employees wishing to apply for benefits under these programs can find out more by visiting <a href="https://hr.mcmaster.ca/tuitionbenefit">https://hr.mcmaster.ca/tuitionbenefit</a> .
4	What is the process for apply for this benefit?	<p>The application is a two-step process that requires proof of enrolment, payment, and completion of courses.</p> <p>The <b>first step</b> includes the submission of a benefit eligibility application Following submission of a completed application, a confirmation of receipt and conditional pre-approval will be provided to the employee.</p> <p>The <b>second step</b> in the process includes the submission of a Payment Application Form. Part 2 should only be completed if your application was pre-approved in Part 1 (above) and once proof of course completion is available.</p> <p>Once the benefit is confirmed, payment will be made directly to the spouse or dependent by electronic transfer and sent to the email address of the dependant or spouse as provided on the application form. A T4A will be sent to the address indicated in the application form during the regular reporting period of February/March.</p> <p>Review this <a href="#">USER GUIDE</a> for detailed instructions of how to apply for this benefit. Additional information can also be found <a href="#">on our website</a>.</p>

5	Who is responsible for filing the application; the employee, dependant or spouse?	The employee is responsible for the completion of the application.
6	What programs/courses are eligible for this benefit?	<p>The benefit is applicable to those courses taken as required to support the completion of an undergraduate or graduate degree offered by an eligible institution. As of the 2022/2023 academic year, an eligible institution is:</p> <ul style="list-style-type: none"> <li>• An accredited institution in Canada that is a degree granting <a href="#">university</a> or a diploma granting community <a href="#">college</a>; or</li> <li>• An international institution that is evaluated by Human Resources Services and the Office of the Registrar for equivalency to McMaster University (i.e., eligible to obtain <a href="#">federal tuition tax credit</a>) that is a <a href="#">degree granting university or a diploma granting community college</a>.</li> </ul>
7	What if my program is not offered through an accredited institution, as listed above?	The program does not meet the eligibility requirements and does not qualify for this benefit.
8	What happens if my dependant/spouse is not successful and/or drops a course/program?	Proof of course/program completion, and proof of payment is required before benefit will be issued. Courses/program cancelled or withdrawn by the dependant/spouse are not eligible for reimbursement.
9	My dependant/spouse's course has supplemental/administrative fees, are these eligible for reimbursement?	These fees are not eligible for reimbursement.
10	When can my dependant/spouse expect to receive the bursary payment?	<p>The benefit is payable in November after the academic year is completed.</p> <p>For example, students who complete their program of study in the spring 2021 term will receive their bursary payment in November 2021.</p>
11	Can I assume my dependant/spouse will receive the same amount each year?	We anticipate the usage of the pool will vary each year, as the benefit is calculated based on number of applicants which will vary from year to year.
12	If my spouse is also a McMaster employee is my child dependant able to claim the bursary benefit under each of us?	An eligible dependant of two McMaster employees is only able to claim for the tuition bursary benefit once.

13	What is the annual bursary benefit amount available to my dependant/spouse?	The benefit is calculated annually based on the number of eligible applicants within the respective tuition bursary pool. The bursary pool will be divided equally among eligible applicants. If an applicant's tuition cost is less than the maximum benefit, the dependant/spouses's bursary benefit will not exceed the amount of tuition paid by the applicant.
14	What documentation do I need to attach to my application to be approved for this benefit?	<p><b>Application Form:</b></p> <ul style="list-style-type: none"> <li>• Proof of Enrolment - this can include (but is not limited to) a letter from the educational institution confirming enrolment and/or a statement of account or invoice of fees. Proof must include the name of the institution and name of program/degree the student is enrolled in.</li> <li>• Proof that Courses are required for completion of an undergraduate or graduate degree, or a College Diploma - this is usually in the form of an unofficial academic transcript or copy/link of the academic calendar page detailing program/degree course requirements.</li> </ul> <p><b>Payment Application Form:</b></p> <ul style="list-style-type: none"> <li>• Proof of Payment of Tuition (e.g., account statement showing tuition fees paid)</li> <li>• Proof of Completion of the Courses and/or Programs (e.g., Academic transcript (unofficial PDF copies are acceptable) or proof of academic standing. McMaster will not reimburse applicants for the cost of obtaining this documentation).</li> <li>• Signed Dependant &amp; Spouse Declaration of Consent</li> </ul> <p>Please refer to the <a href="#">How to Apply for the External Tuition Bursary Benefit</a> user guide for more information about how to complete the application.</p>
15	If I paid in a foreign currency, when / how is the conversion rate calculated?	Conversion will happen at the time of benefit calculation.
16	If I studied at an international, non-English speaking institution, do I need to provide documentation in English?	Every effort should be made to provide documentation in English to ensure a streamlined approval process.