

FREQUENTLY ASKED QUESTIONS
For the Tuition Bursary Program for Dependants and Spouses
(as of July 2021)

1	Is my dependant and/or spouse eligible to receive this benefit?	Please refer to the Tuition Bursary Program for Dependants and Spouses policy for definitions and eligibility. Should you have any further questions regarding your specific eligibility, please contact: hr.mcmaster@mcmaster.ca
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 https://hr.mcmaster.ca/tuitionbenefit .
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 first step includes the submission of a benefit eligibility application – due by August 31 of each academic year. Following submission of a completed application, a confirmation of receipt and conditional pre-approval will be provided to the employee.</p> <p>The second step in the process includes the submission of a Payment Application Form – due by September 30 for the academic year ending August 31. Part 2 should only be completed if your application was pre-approved in Part 1 (above). Once validated, a cheque will be prepared and sent by mail to the address of the dependant/spouse as provided on the application form. A T4A will also be mailed to the same address, during the regular reporting period of February/March.</p> <p>Detailed instructions on How to Apply for this benefit can be found by visiting https://hr.mcmaster.ca/tuitionbenefit.</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?	The benefit is applicable to those courses taken as required to support the completion of an undergraduate or graduate degree offered by an accredited institution in Canada that is: a degree granting university or a diploma granting community college .
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 is not successful and/or drop 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 are not eligible for reimbursement.
9	My dependant's course has supplemental/administrative fees, are these eligible for reimbursement?	These fees are not eligible for reimbursement.
10	When can my dependant expect to receive the bursary payment?	The benefit is payable in November after the academic year is completed. For example, students who complete their program of study in the spring 2021 term will receive their bursary payment in November 2021.
11	Can I assume my dependant 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?	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's bursary benefit will not exceed the amount of tuition paid by the applicant.
14	Does this benefit cover courses/ programs taken at institutions outside of Canada?	No, this benefit only covers eligible institutions in Canada.