

# How to Apply for External Tuition Bursary

This process describes the activities required to apply for the External (non-McMaster) Tuition Bursary Benefit for Dependants and Spouses. The application is a two-part process. Part 1, the Application Form, enables assessment of eligibility for the benefit. See below for deadlines for the Application Form. Part 2, the Payment Application Form, should only be completed by applicants whose Application Form was deemed eligible, and must be submitted by September 30 each year.

## Part 1: Complete and Submit the Application Form

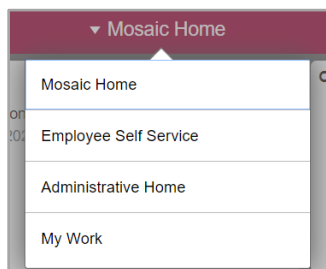
### Things to know:

- More than one Application Form can be submitted for each dependant/spouse for an eligibility review for each term they are enrolled in.
- Application deadlines for the Application Form are:

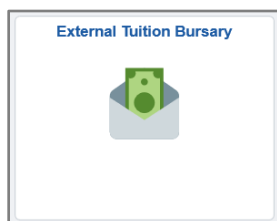
Course / Term	Application Form deadline
Fall (or equivalent)	August 31*
Winter (or equivalent)	December 31
Spring / Summer (or equivalent)	April 30

\*This deadline will be extended to September 30 for Fall 2020 courses to accommodate the new application process.

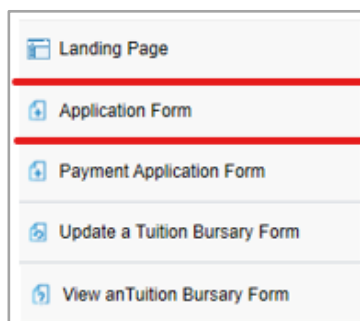
1. Log into Mosaic.
2. Click the **Mosaic Home** dropdown menu and select **Employee Self Service**.



3. Click the **External Tuition Bursary Form** tile to open the External Tuition Bursary Landing Page.



4. From the Nav Collection on the left-hand side of the screen, click **Application Form**.



5. Complete the form, being sure to upload the required supporting documentation:
  - Proof of Enrolment
  - Proof that Courses are required for completion of an undergraduate or graduate degree, or a College Diploma.

**Note:** All form fields are mandatory.

6. Click **Submit** to complete Part 1 of the application for the benefit.

**Note:** Applicants will be advised via email whether their application has been pre-approved or denied.

## Part 2: Complete and Submit the Payment Application Form

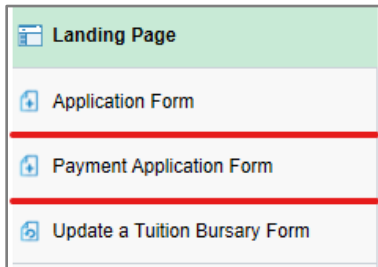
### Things to know:

- Only one Payment Application Form should be submitted for each dependant/spouse each year. All approved Application Forms for the dependant/spouse should be added to the Payment Application Form.
- The deadline for submission of the Payment Application Form is September 30.

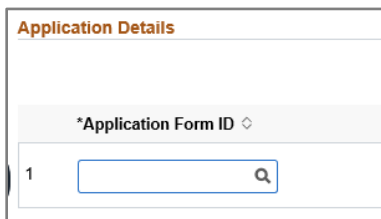
1. Log into Mosaic and navigate to Employee Self Service to access the External Tuition Bursary Landing Page.

## How to Apply for External Tuition Bursary

- Retrieve the **Declaration of Consent to Provide SIN** from the **How to Apply** section of the Landing Page and have your dependant/spouse sign the declaration.
- From the Nav Collection on the left-hand side of the screen, click **Payment Application Form** to open the form.



- In the Application Details section, click the **Application Form ID** field to view your pre-approved Application Forms.



- Select the Application Form that you wish to submit the Payment Application Form for.

**Note:** If there are multiple approved Application Forms for the same dependant/spouse, all of the forms should be added to a single Payment Application Form. To do this, click **Insert a Row** and select the additional Application Form.

- Complete the remainder of the Payment Application Form, being sure to upload the required supporting documentation:
  - Proof of Payment of Tuition
  - Proof of Completion of the Courses and/or Programmes
  - Signed Declaration from Dependant

**Note:** All form fields are mandatory.

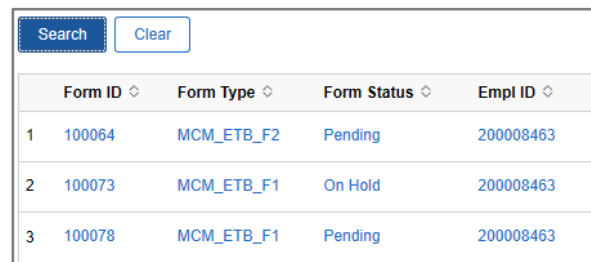
- Click **Submit** to complete Part 2 of the application for the benefit.

### Notes:

- Applicants will be advised via email whether their Payment Application has been approved or denied. A follow up email to approved applicants is also sent to confirm that amount that will be paid to the dependant/spouse.
- Dependants/spouses will receive payment once annually in November.
- Dependants/spouses will be issued with a T4A in February.

### How to View Form Status

- Click **View a Tuition Bursary Form**.
- Enter relevant search information into the search fields to find a specific form and click **Search**, or click **Search** to return all submitted forms.
- Identify the required form and click any link in the search results area to open.

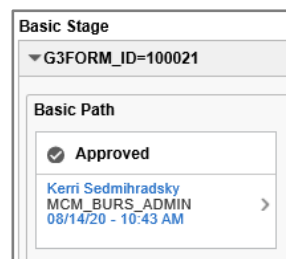


	Form ID	Form Type	Form Status	Empl ID
1	100064	MCM_ETB_F2	Pending	200008463
2	100073	MCM_ETB_F1	On Hold	200008463
3	100078	MCM_ETB_F1	Pending	200008463

- At the bottom of the form, click **Next** to open the **Review Application Results** page.



- Click **View Approval Route** and expand the **Form ID** to view the form status.



Alternatively, expand the **Signature/Action Logs** to view information on the form status.