

How to Apply for the External Tuition Bursary Benefit

This process describes the **two-part process** required to apply for the External (non-McMaster) Tuition Bursary Benefit for dependants and spouses. For more information about this program, including eligibility, visit <https://hr.mcmaster.ca/tuitionbenefit>.

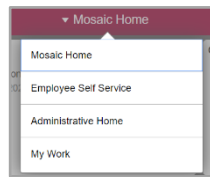
Part 1: Complete and Submit the Application Form by August 31

Things to know:

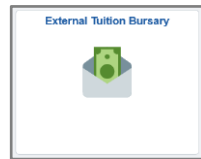
- More than one Application Form can be submitted for each dependant/spouse for an eligibility review. Each application can be submitted for a **single** term or for **multiple** terms. If applying for **multiple** terms, please ensure that you are providing supporting documentation for **each** of those terms.

1. Log into Mosaic.

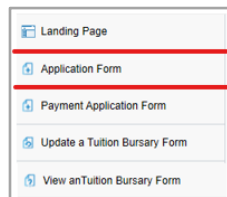
2. Click the **Mosaic Home** dropdown menu and select **Employee Self Service**.



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**.



Note: If the Nav Collection is not visible, click the tab at the left-side of the screen to unhide.



5. Complete the form and upload the required supporting documentation for each applicable academic term selected (all fields are mandatory):

- 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.
- 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 transcript.

6. Click **Submit** to complete Part 1 of the application for the benefit. Applicants will be advised via email whether their application has been pre-approved or denied.

Part 2: Complete and Submit the Payment Application Form by September 30

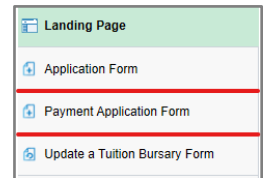
Things to know:

- Only submit **one** Payment Application Form for each dependant/spouse each academic year. All approved Application Forms for the dependant/spouse should be added to the Payment Application Form.

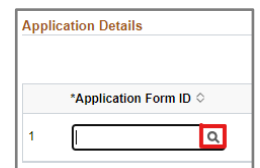
1. Log into Mosaic and navigate to Employee Self Service to access the External Tuition Bursary Landing Page.

2. Download the **Dependant & Spouse Declaration of Consent Form** and have your dependant/spouse sign the form.

3. From the Nav Collection on the left-hand side of the screen, click **Payment Application Form** to open the form.



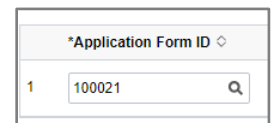
4. In the Application Details section, click the search icon in the **Application Form ID** field to view your pre-approved Application Forms.



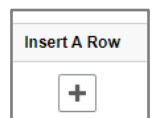
5. Select the Application Form(s) that you wish to submit the Payment Application Form for.

Form Status	First Name	Last Name	Description	
100021	Authorized	Test	Child	Algoma University

The Application Form ID will now appear in the Application form ID field.



Note: If there are multiple approved Application Forms for the same dependant/spouse, add all forms to a single Payment Application Form. Click **Insert a Row** to add additional forms.



6. Complete the remainder of the Payment Application Form, being sure to upload the required supporting documentation (all fields are mandatory):

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- Proof of Payment of Tuition (e.g. account statement showing tuition fees paid)
 - Proof of Completion of the Courses and/or Programmes (e.g. academic transcript)
 - Signed Dependant & Spouse Declaration of Consent
7. 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.

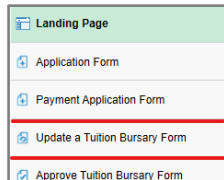
Additional Information

How to Update a Form

Things to know:

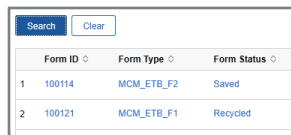
- If a form is saved part-way through being filled out, or if a form is returned to you to provide more information, you will need to update the form to submit/resubmit it.

1. Click **Update a Tuition Bursary Form**.



2. Click **Search** to return all forms.

3. In the search results area, identify the required form and click any link to open.

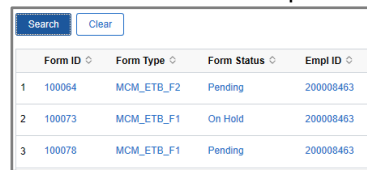


	Form ID	Form Type	Form Status
1	100114	MCM_ETB_F2	Saved
2	100121	MCM_ETB_F1	Recycled

4. Make the required updates to the form. (Make sure to read the comments at the bottom of the form for more information if the form has been recycled.)
5. Click **Submit**. (Note that a form may also be Withdrawn or Saved from within the Update a Tuition Bursary Form tab.)

How to View Form Status

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

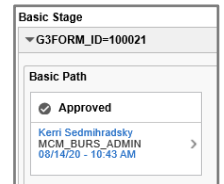


	Form ID	Form Type	Form Status	Empl ID
1	100064	MCM_ETB_F2	Pending	200008463
2	100073	MCM_ETB_F1	On Hold	200008463
3	100078	MCM_ETB_F1	Pending	200008463

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



5. 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.