



Employee Tuition Assistance Benefit

Application Information

Use this form to apply for [Tuition Assistance](#) for one of the following:

- A. McMaster University courses for:
 - Faculty of Engineering Certificates of Completion – <https://www.mccmcmaster.ca/>
 - Faculty of Business Blended Learning Part-Time MBA – <https://pt-mba.degroote.mcmaster.ca/>
 - Faculty of Business Director's College – <https://thedirectorscollege.com/>
- B. Non-McMaster University academic courses such as undergraduate and graduate degree credit courses and college diploma or certificate* courses from an accredited educational institution (i.e., an accredited [Canadian university](#), [Canadian college](#), or [international higher education institution](#)).
- C. Courses taken in pursuit of a professional certification/designation from a professional body (as approved by Human Resources)

Visit our webpage for full eligibility and program details: <https://hr.mcmaster.ca/tuitionbenefit>.

This benefit is for tuition fees and is not a learning and development allowance. Conferences, seminars, and workshops are not covered. The maximum benefit amount refreshes every year on September 1st and is not retroactive nor does it accumulate year over year. View the [policy](#) for more information. This form does not enroll you into the course and is subject to approval.

Instructions

Submit the following documents to hr.mcmaster@mcmaster.ca within the academic year the course is taken (September 1 to August 31). Submitted applications will be reviewed by Human Resources and form status will be confirmed with the employee via email.

- ✓ Completed version of this **application form** (including applicant information, course details and signatures)
- ✓ **Proof of cost** - such as an invoice with a breakdown of the tuition costs vs. administrative fees or a receipt clearly outlining all total costs
- ✓ **Proof of payment** - such as a receipt showing that the tuition fees have been paid (if in foreign currency, please provide proof in Canadian dollars)
- ✓ **Proof of enrollment** such as a letter from the registrar's office or confirmation of enrollment email

Applicant Information

First Name: _____ Last Name: _____

Employee ID: _____ McMaster Email: _____

Position and Department: _____

Name of approving TMG or Faculty supervisor: _____ Email of approving supervisor: _____

Course Details

(attach another copy of this page for multiple courses being claimed at the same time for the same program)

Course Name: _____ Course # or Code: _____

Course website link with course description (syllabus, course content): _____

Course Credit/Unit Value: _____ Course Hours: _____

Course Start Date**: _____ Course End Date: _____

This course is being taken in pursuit of (check one):
 Undergraduate Degree Program
 Graduate Degree Program
 Diploma Program
 Certificate Program*
 Professional Certification/Designation

Program or certification/designation name and website link (showing course requirements): _____

Educational Institution and website link where course is being taken: _____

Course Tuition Cost***: _____ Is this course being repeated?**** Yes No

Course eligibility (check one):
 related to my current employment responsibilities
 related to potential/future employment responsibilities at McMaster University
 in pursuit of a career direction outlined in my development plan
 general employment related training

*Certificates require the status of an academic program as defined by McMaster's [Certificates & Diplomas Policy](#) (i.e., requiring an equivalent to a minimum of 9 units of undergraduate study at McMaster). Seminars, workshops or certificates of completion or attendance are NOT eligible.

**Applications must be submitted within the academic year the course is taken (September 1 to August 31).

***All supplementary fees, student fees, administration fees, book and material costs, etc., are NOT covered by this benefit.

****Benefit is reduced to 50% for repeated courses. Only one repeat is allowed.

Signatures

Employee

By signing this application, I agree to the following:

- I have read and fully understand the terms and conditions of the [Employee Tuition Assistance policy](#).
- I have completed all fields on this form accurately and included all required attachments.
- If classes are being taken during the day, I will make up the time with my supervisor.
- I will provide evidence of successful completion of the course as requested.
- If any course is dropped/withdrawn/failed or if I terminate my employment with the university prior to completing the course, I will contact Human Resources to arrange repayment of the tuition benefit.

Employee Signature: _____ Date: _____

Supervisor

By signing this application, I agree to the following:

- I approve this employee's application and any time required away from work.
- I confirm that the course and program being pursued by the employee supports their development as per the [Employee Tuition Assistance policy](#).

Supervisor Signature: _____ Date: _____

To be completed by **Human Resources Services**

Academic Year (based on course start date): _____ Approved Eligible Amount: _____

Signature: _____ Date: _____

Additional Information

If you have any additional questions about this form or policy, please contact hr.mcmaster@mcmaster.ca

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on the behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990).

Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University.

In addition to collecting personal information for its own purposes, McMaster University collects specific and limited personal information on behalf of the McMaster Student Union, the McMaster Association of Part-time Students and/or the McMaster Graduate Students Association. The groups use the information for the purpose of membership, administration, elections, annual general meetings, health plans and other related matters only. Please contact the relevant Student Union/Association office if you have questions about this collection, use and disclosure of your personal information.