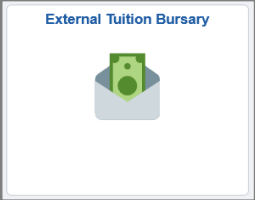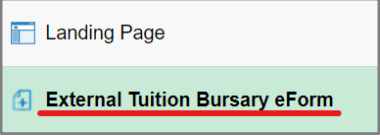# How to Apply for the External Tuition Bursary Benefit

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

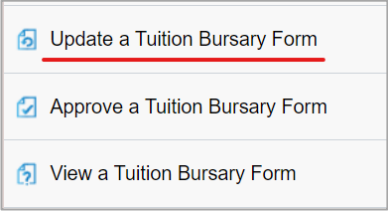## Task 1: Complete and Submit the Application Form by September 30th

IMPORTANT: Only **one** Application Form is to be submitted for each dependant/spouse per application year.

Please ensure that on each application form, information for all terms within the academic year (i.e., courses completed between September of the previous year and August of the application year) are submitted on a single form. If you do not have information for all terms within the academic year, do not submit an application until all information is compiled and able to be submitted at once.
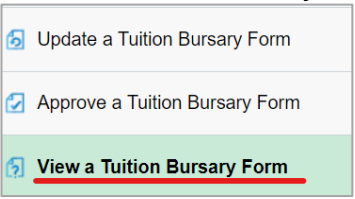
Step	Action
1.	Log into Mosaic at https://mosaic.mcmaster.ca and navigate to the **Employee Self Service** homepage via the drop-down menu at the top of the page. Manager Self Service HR and Finance eForms Employee Self Service Administrative Home
2.	Click the **External Tuition Bursary** tile to open the External Tuition Bursary Landing Page. External Tuition Bursary
3.	From the Nav Collection on the left-hand side of the screen, click **External Tuition Bursary eForm**. Landing Page External Tuition Bursary eForm
4.	Complete the form and upload the required supporting documentation for each applicable academic term selected. • Proof that courses are required for completion of an undergraduate or graduate degree or a College Diploma, usually in the form of an unofficial academic transcript or copy of the academic calendar page detailing program/degree course requirements. • Proof of Payment of Tuition, e.g., account statement showing tuition fees paid • Proof of Completion of the Courses and/or Programs, e.g., Academic transcript (unofficial PDF copies are acceptable) or proof of academic standing. • Signed Dependant & Spouse Declaration of Consent. (Download the Dependant & Spouse Declaration of Consent Form and have your dependant/spouse sign the form)
5.	Click **Submit** to complete the application for the benefit. If the appliction form is not complete, click **Save** and the form can be completed at a later date. Save Submit **Notes:** • Applicants will be advised via email whether their 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 annually in November/December. • Dependants/spouses will be issued with a T4A in February.

Task 2: How to Update a Saved / Recycled Form

IMPORTANT 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 navigate to the **Update a Tuition Bursary Form** tab to submit/resubmit it.

Step	Action
1.	On the left-hand menu, click **Update a Tuition Bursary Form**. Update a Tuition Bursary Form Approve a Tuition Bursary Form View a Tuition Bursary Form
2.	Enter search criteria and click **Search**, or just click **Search** to return all forms you have access to view. Search Clear
3.	In the search results area, identify the required form and click any link to open it.
4.	Make the required updates to the form. If the form has been recycled for more information, make sure to read the **Comments** at the bottom of the form for details about what information is required. ▼ Comments
5.	Click **Submit/Resubmit**. Search Withdraw Resubmit Note that a form may also be **Withdrawn** or **Saved** from within the **Update a Tuition Bursary Form** tab.

Task 3: How to View Form Status

Step	Action
1.	Click **View a Tuition Bursary Form.** Update a Tuition Bursary Form Approve a Tuition Bursary Form 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.
4.	At the bottom of the form, click **Next** to open the **External Tuition Bursary Application Results** page. Search Next
5.	Click **View Approval Route** and expand the Form ID to view the form status, or view the **Signature/Action Logs** to view a history of actions on the form.