

## Tuition Assistance Application: McMaster Continuing Education

Complete this form in full, sign, and send to [hr.mcmaster@mcmaster.ca](mailto:hr.mcmaster@mcmaster.ca). Please check the [current list of eligible MCE programs](#) to confirm approval of the program before submitting your application.

### Applicant Information

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Employee/Retiree ID Number

SURNAME

GIVEN NAME(s)

EMAIL

TELEPHONE

### McMaster Continuing Education Course Information

Course Name	Course #	Start Date

**For active employees:** If courses are taken during working hours, I have discussed a plan to make up these course hours with my supervisor. I have also read and understand the 'cessation of employment' clause in the tuition assistance policy (as this is a non-taxable employee benefit). **For retirees:** I understand that this is a taxable benefit, and will be reported on a T4A annually.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Visit the Tuition Assistance webpage for full eligibility information and instructions: <https://hr.mcmaster.ca/tuitionbenefit>

Yearly maximums apply (except for ESS courses) - see website for more information.

This form **DOES NOT** enroll you into the course and is subject to approval.

For help, contact Human Resources Services at ext. 22247 or [hr.mcmaster@mcmaster.ca](mailto:hr.mcmaster@mcmaster.ca)

Human Resources Approval:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_