



UNIVERSITY of TORONTO

STAFF TUITION WAIVER REQUEST

For eligibility and course restrictions please consult the appropriate Policy or The Collective Agreement <http://www.hrandequity.utoronto.ca/PoliciesCollectiveAgreements.htm>

Please read this document completely before filling it out. Incomplete or incorrect forms can not be processed.

Please check box below to indicate course selection:

- Degree course(s) (up to and including Master's Level) at U of T
- Degree course(s) (Master's Level) at O.I.S.E./UT
- Diploma or Certificate course(s) at Woodsworth
- Selected School of Continuing Studies courses are waived up to a maximum of \$500

| | | |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------|
| PERSONAL INFORMATION TO BE COMPLETED BY THE STAFF MEMBER | | |
| <input style="width: 95%;" type="text"/> Surname | <input style="width: 95%;" type="text"/> First Name | |
| <input style="width: 98%;" type="text"/> University Department Address | | |
| <input style="width: 95%;" type="text"/> Student Number | <input style="width: 95%;" type="text"/> Personnel Number | <input style="width: 95%;" type="text"/> University Phone Number |

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| ACKNOWLEDGEMENT | |
| It is the student's responsibility to: | |
| <ul style="list-style-type: none"> • pay all incidental/ancillary fees; pay all academic fees not covered by the tuition waiver; SCS transfer and withdrawal fees • provide written notice of withdrawal to the faculty/school enrolled in, if withdrawing or dropping from a course. Final course eligibility may be verified with the Registrar or Fees Office. • pay the difference for eligible SCS courses that are more than the eligible maximum waiver amount. | |
| <hr style="width: 90%;"/> Staff Member's Signature | <hr style="width: 90%;"/> Date |

| | |
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| SCHEDULING APPROVAL FOR ATTENDANCE DURING WORKING HOURS | |
| <input type="checkbox"/> Some part or all of the schedules for the course will be conducted during normal working hours. The appropriate departmental approval is below. | |
| <hr style="width: 90%;"/> Department Head's Signature | <hr style="width: 90%;"/> Date |

| | |
|-------------------------------------------------------------------------------------------------------|------------------------------------------|
| DEGREE/DIPLOMA/CERTIFICATE COURSES EXCLUDING COURSES TAKEN AT THE SCHOOL OF CONTINUING STUDIES | |
| Specify Degree, Certificate, Diploma: | Session: (e.g., 2006 Winter) |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

| SCHOOL OF CONTINUING STUDIES COURSES Course Number and Title of Course | Fee | Course Start Date Month/Year |
|---------------------------------------------------------------------------|------------------------------------------|------------------------------------------|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

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The percentage of waiver to which you may be entitled is dependent on: your staff category; employment date; percentage of employment; and the eligibility of the program of study.

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| <p>FOR HR USE ONLY</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Employment Date/Retirement Date _____</p> <p>Program of Study _____</p> <p>Session/Course Start Date _____</p> </div> <p style="text-align: center;">% Waiver </p> <p>Special Instructions</p> <p>_____</p> <p>_____</p> | <p style="text-align: center;">Human Resources Tuition Waiver Authorized By:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Print Name</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Divisional HR Office</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Faculty/Librarian Confidential Union Professional/Manager
 Research Associate SCS-ESL Retirees must be approved by Central HR Department

INFORMATION ON HOW TO GET YOUR STAFF TUITION WAIVER APPROVED AND PROCESSED

All Staff Tuition Waivers Requests must be approved by your Divisional Human Resources Office prior to being sent to the Student Accounts Office or School of Continuing Studies.

All enquiries regarding Staff Tuition Waivers Requests should be directed to your Divisional Human Resources office.

PLEASE APPLY FOR YOUR TUITION WAIVER **WELL IN ADVANCE** OF YOUR REGISTRATION DEADLINE.

It is a good idea to keep a photocopy of the approved Staff Tuition Waiver Request Form for your records.

For Degree/Diploma/Certificate Programs:
 Present your *approved* Staff Tuition Waiver Request Form to the Student Accounts Office, 215 Huron St., 2nd Floor. Pay incidental, registration, and system access fees at a bank. Please refer to the Student Accounts website, www.fees.utoronto.ca for more information with respect to your account.

A **Fees Invoice** must accompany the Staff Tuition Waiver Request in order to be approved by Human Resources.

For School of Continuing Studies Courses:
 When your Staff Tuition Waiver Request Form has been *approved*, fax the approved form along with your SCS Registration Form to 416-978-6666; or, mail to Assistant Director and Registrar's Office, School of Continuing Studies, University of Toronto, 158 St. George St., Toronto, Ontario M5S 2V8. **Note: There is no "walk-in" registration for SCS courses.**

Staff may take a **maximum of six** School of Continuing Studies courses per academic year.

Staff members who register online or by telephone using credit card payment, who then later request reimbursement through the Staff Tuition Waiver process will be **subject to the withdrawal and transfer penalties** as outlined in the SCS Course Calendar and web site.

Note: Staff Tuition Waivers for School of Continuing Studies personal interest courses represent a **taxable benefit** to the employee. The amount of tuition waived will be reflected as a taxable benefit on the employee's T-4 slip. The amount will be shown in Box 14 "Employment Income Before Deductions" and Box 40 "Other Taxable Income".