



UNIVERSITY of TORONTO

USW, CUPE3261, OPSEU 578 & UNITE HERE STAFF TUITION WAIVER REQUEST

For eligibility and course restrictions please consult

The USW 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)
- School of Continuing Studies courses: Work related courses are waived up to a maximum of \$500; Personal interest courses are waived up to a maximum of \$250.

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: 95%;" type="text"/>		
University Department Address		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Student Number	Personnel Number	University Phone Number

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 Students Accounts Office. • pay the difference for eligible SCS courses that are more than the eligible maximum waiver amount. 	
_____	_____
Staff Member's Signature	Date

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.	
_____	_____
Department Head's Signature	Date

DEGREE/DIPLOMA/CERTIFICATE COURSES EXCLUDING COURSES TAKEN AT THE SCHOOL OF CONTINUING STUDIES	
Specify Degree, Certificate, Diploma:	Session: (e.g., 2006 Winter)
_____	_____

SCHOOL OF CONTINUING STUDIES COURSES Course Number and Title of Course	Fee	Course Start Date Month/Year
_____	_____	_____
_____	_____	_____

Staff Waiver Form—Page 2

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.

FOR HR USE ONLY

Employment Date/Retirement Date _____

Program of Study _____

Session/Course Start Date _____

Employee Group _____

% Waiver

Special Instructions

Human Resources
Tuition Waiver
Authorized By:

Signature

Print Name

Divisional HR Office

Date

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 **ROSSI PRINTED COPY** 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.

For courses that exceed the eligible maximum waiver amount, it is the employee's responsibility to pay the difference.

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".

* Personal interest courses fall into four categories:

- Literature and philosophy
- University Lecture Series
- Liberal Studies