

**EMPLOYEE INFORMATION**

In order for this application to be processed, a copy of the following documentation is required:

Course Enrolment document - *required after enrolment*

Notification of Successful Completion of Course - *copy to H.R. once course is completed*

Receipt of Payment – *copy to H.R. once course is completed*

Name:

Department/Faculty/School:

Telephone Extension:

Employee I.D. #:

University Attending:

Full-Time Program:

Semester/Year:

\_\_\_\_\_  
Dean's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**For Office Use Only:**

Successful Course Completion: Yes:

No:

Receipt of Payment: Yes:

No:

\_\_\_\_\_  
Director, Human Resources

\_\_\_\_\_  
Date