

## Staff Tuition Reimbursement Application form & Individual Development Plan - Non Union

*Employee Name:*

*Employee Number:*

*Name of Unit:*

*The university shall reimburse the employee 50% of the cost of tuition to a maximum of 50% of the tuition for a first year Bachelor of Arts (B.A.) or the tuition cost of a first year Master of Science (MSc) program course at the University upon successful completion of a course for a qualifying staff member as per the Staff Tuition Reimbursement Policy described in Section 3.5 of the Non-Academic Staff Policies.*

University/College Name:

Program Name & Semester:

Please list the courses you will complete to fulfill the requirements of the Certificate/Diploma/Degree program you are taking:

*Courses should be taken on the employee's own time outside of working hours. Are any of your courses scheduled during normal working hours? Yes: No:*

If any courses are during normal working hours, have alternative work arrangements been made and approved by your manager? Yes: No: Not applicable:

How does this program benefit your career in the short term and long term?

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*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

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**For use by Human Resources:**

Approved:            Not Approved:

Comments:

\_\_\_\_\_  
Signature of Director, Human Resources