

Staff Tuition Reimbursement Application form & Individual Development Plan - FA

Employee Name:

Employee Number:

Faculty:

Please check the box that describes your program. The Faculty Member shall be reimbursed as set out in Article 26.12 a) upon successful completion of a course that is either:

- i) a University degree course up to and including the Master's level;
- ii) a diploma or certificate program offered through Durham College; or
- iii) a Bachelor's degree or a Master's degree at a recognized post-secondary educational institution other than the University or Durham College.

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:

As per Article 26.12 e) of the FA Collective Agreement, courses should be taken on the Faculty Member's own time outside of normal 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 Dean? 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 or Dean

Date

For use by Human Resources:

Approved: Not Approved:

Comments:

Total Rewards Manager,
Human Resources