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 fulfull 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:

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Total Rewards Manager,
Human Resources