Staff Tuition Reimbursement Application form & Individual Development Plan - OPSEU

Employee Name: *Employee Number:*

Name of Unit:

Please check the box that describes your program. *The Staff Development Tuition Reimbursement Program for full time continuing employees allows that the employee shall be reimbursed as set out in Article 27.14 b) upon successful completion of a course that is either:*

☐ *i) a Ontario Tech University degree course up to and including the Master's level;*

☐ *ii) a diploma or certificate program offered through Durham College;*

☐ *iii) a Bachelor's degree or a Master's degree at a recognized postsecondary educational institution other than Ontario Tech University or Durham College.*

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:

As per Article 27.13 d) of the OPSEU Collective Agreement, 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

For use by Human Resources:

Approved: ☐ Not Approved: ☐

Comments:

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Total Rewards Manager,
Human Resources