



PROFESSIONAL/MANAGERS and CONFIDENTIAL STAFF TUITION WAIVER REQUEST

Please read this document completely before filling it out. Incomplete or incorrect forms can not be processed.

Please check box below to indicate course selection:

- Degree course(s) (part-time undergraduate and Master's programs, and flex-time/part-time Doctoral programs) at U of T up to a maximum of \$3000 totaled per academic year
School of Continuing Studies courses: (6 courses maximum per year); Tuition waived up to a maximum of \$500 per course per academic year.

PERSONAL INFORMATION TO BE COMPLETED BY THE STAFF MEMBER
Surname, First Name, University Department Address, Student Number, Personnel Number, University Phone Number

ACKNOWLEDGEMENT
It is the student's responsibility to:
pay all incidental/ancillary fees; pay all academic fees not covered by the tuition waiver; SCS transfer and withdrawal fees
provide written notice of withdrawal to the faculty/school enrolled in, if withdrawing or dropping from a course.
pay the difference for eligible courses that are more than the eligible maximum waiver amount.
Staff Member's Signature, Date

SCHEDULING APPROVAL FOR ATTENDANCE DURING WORKING HOURS
Some part or all of the schedules for the course will be conducted during normal working hours.
The appropriate departmental approval is below.
Department Head's Signature, Date

DEGREE/DIPLOMA/CERTIFICATE COURSES EXCLUDING COURSES TAKEN AT THE SCHOOL OF CONTINUING STUDIES
Specify Degree, Certificate, Diploma:
Session: (e.g., 2011 Winter)

Table with 3 columns: Course Number and Title of Course, Fee, Course Start Date Month/Year

The University of Toronto respects your privacy and is committed to protecting confidentiality through the application of sound and secure practices. The University will protect all personal information in accordance with applicable privacy legislation.

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The percentage of waiver to which you may be entitled is dependent on: your staff category; employment date; percentage of employment; and the eligibility of the program of study.

FOR HR USE ONLY

Employment Date/Retirement Date _____

Employee Group _____ P/M ___ Or _Confidential _____

Program of Study _____

Session/Course Start Date _____

% Waiver

Special Instructions

Human Resources
Tuition Waiver
Authorized By:

Signature

Print Name

Divisional HR Office

Divisional HR Office Phone Number

Date

INFORMATION ON HOW TO GET YOUR STAFF TUITION WAIVER APPROVED AND PROCESSED

All Staff Tuition Waivers Requests must be approved by your Divisional Human Resources Office prior to being sent to the Student Accounts Office or School of Continuing Studies.

All enquiries regarding Staff Tuition Waivers Requests should be directed to your Divisional Human Resources office.

PLEASE APPLY FOR YOUR TUITION WAIVER **WELL IN ADVANCE** OF YOUR REGISTRATION DEADLINE.

It is a good idea to keep a photocopy of the approved Staff Tuition Waiver Request Form for your records.

For Degree/Diploma/Certificate Programs:

Present your *approved* Staff Tuition Waiver Request Form to the Student Accounts Office, 215 Huron St., 3rd Floor. Pay incidental, registration, and system access fees at a bank. Please refer to the Student Accounts website, www.fees.utoronto.ca for more information with respect to your account. Effective March, 2011 there is up to a maximum reimbursement of \$3000 for all degree/credit courses combined per academic year .

A ROSI print out (**Invoice**) must accompany the Staff Tuition Waiver Request in order to be approved by Human Resources.

For School of Continuing Studies Courses:

When your Staff Tuition Waiver Request Form has been *approved*, fax the approved form along with your SCS Registration Form to 416-978-6666; or, mail to Assistant Director and Registrar's Office, School of Continuing Studies, University of Toronto, 158 St. George St., Toronto, Ontario M5S 2V8.

Staff may take a **maximum of six** School of Continuing Studies courses per academic year.

Note: Staff Tuition Waivers for School of Continuing Studies personal interest courses represent a **taxable benefit** to the employee. The amount of tuition waived will be reflected as a taxable benefit on the employee's T-4 slip. The amount will be shown in Box 14 "Employment Income Before Deductions" and Box 40 "Other Taxable Income".