



Please submit your tuition waiver request well in advance of your registration deadline.

All staff tuition waiver requests must be approved by your Divisional Human Resources Office prior to being sent to the Student Accounts Office or to School of Continuing Studies. Please call your Divisional Human Resources Office if you have any inquiries related to the tuition waiver. For the Human Resources staff directory, please visit <http://staff.hrandequity.utoronto.ca>

**Step 1:** Submit the completed Tuition Waiver Request Form and ACORN/ROSI fees invoice to your Divisional Human Resources office for approval.

**Step 2:** Once the waiver is approved, submit your approved Tuition Waiver Request form to the Student Accounts Office at 215 Huron Street, 3rd floor.

**Step 3:** U of T Students: You must make a Minimum Required Payment to complete your ROSI Registration by your division's registration deadline date, and to avoid cancellation of your course enrolment for the session. The Minimum Required Payment to Register is:

- a) Fall-Winter registration: Arrears + Fall term incidental, ancillary fees + Fall term program or course fees not covered by tuition waiver;
- b) Winter Only registration: Arrears + Winter term incidental, ancillary fees + Winter term program or course fees not covered by tuition waiver;
- c) Summer registration: Arrears + summer incidental, ancillary fees + summer program or course fees not covered by tuition waiver.

Please refer to the Student Accounts website at [www.fees.utoronto.ca](http://www.fees.utoronto.ca) for more information

**Note:** The percentage of waiver to which you may be entitled is dependent on: your employment date; percentage of employment; and the eligibility of the program of study. For eligibility and course restrictions, please review the policies found for your employee group at <http://www.hrandequity.utoronto.ca/current-staff.htm>

**For Degree/Diploma/Certificate Programs:**

Present your approved Staff Tuition Waiver Request Form to the Student Accounts Office at 215 Huron St., 3<sup>rd</sup> Floor, pay incidental, registration, and system access fees at a bank. Please refer to the Student Accounts website [www.fees.utoronto.ca](http://www.fees.utoronto.ca) for more information with respect to your account. **note** please review the [Collective Agreement](#) for details on plan provision about the Educational Assistance program

**For School of Continuing Studies Courses:** (4 COURSES MAXIMUM PER YEAR)

Once your Staff Tuition Waiver Request Form has been approved, fax the approved form along with 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.

Work or job-related courses offered by the School of Continuing Studies are waived up to a maximum of \$750 per course. The waiver for personal interest courses is limited to \$350.00 per course and you may take up to a maximum of four (4) 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 T4 slip. The amount will be shown in Box 14 "Employment Income before Deductions" and Box 40 "Other Taxable Income".



Employee Information	
Surname: _____	First Name: _____
Employee Group: USW	Personnel Number: _____ Student Number _____
University Department: _____	University Phone Number: _____
<p><b>Acknowledgement:</b> It is the student's responsibility to pay all incidental/ancillary fees and all academic fees not covered by the tuition waiver before the deadline.</p>	
Employee 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: _____ Date: _____

Degree/Diploma/ Certificate Courses
Specify Degree, Certificate or Diploma: _____
_____ Session (e.g. 2018 Winter) _____

School of Continuing Studies Courses		
Course Number and Title: _____	Fee \$ _____	Start Date: _____
_____	Fee \$ _____	Start Date: _____

Human Resources Tuition Waiver Authorization (for HR use only)	
Employment Date: _____	Percentage of Waiver: _____
Program of Study: _____	Session/ Course Start Date: _____
Special Instructions: _____	
_____	
HR Divisional Office: _____	
Contact Name: _____	Contact Number: _____
Signature: _____	Date: _____

**PRIVACY STATEMENT:** The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of human resources administration and related activities, e.g. recruitment, selection and hiring and payroll and benefits administration.