

# Confidential Staff Tuition Waiver Request Form



## Submission Instructions

Please follow the instructions on the form for submitting.

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: (4 courses maximum per year); Tuition waived up to a maximum of \$750 or \$350 per course per academic year

### PERSONAL INFORMATION TO BE COMPLETED BY THE STAFF MEMBER

<input type="text"/>		<input type="text"/>
Surname		First Name
<input type="text"/>		
University Department Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>
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. Final course eligibility may be verified with the Registrar or Fees Office.
- pay the difference for eligible courses that are more than the eligible maximum waiver amount.

<input type="text"/>	<input type="text"/>
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.

<input type="text"/>	<input type="text"/>
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)

<input type="text"/>	<input type="text"/>
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### SCHOOL OF CONTINUING STUDIES COURSES

Course Number and Title of Course	Fee	Course Start Date Month/Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971 and may be used and disclosed for purposes that the University considers necessary for sound human resources administration and related activities, including, for example, those relating to recruitment, selection and hiring and payroll and benefits administration. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

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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

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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.studentaccount@utoronto.ca](http://www.studentaccount@utoronto.ca) for more information with respect to your account. The maximum reimbursement of up to \$3000 for 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 or SCS Learn [learn@utoronto.ca](mailto:learn@utoronto.ca)

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".