

OPSEU 519 Staff Tuition Waiver Request



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 at U of T)
- ☐ School of Continuing Studies courses: Work related courses are waived up to a maximum of \$500; staff may take a maximum of 6 courses 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: | |
| <ul style="list-style-type: none">• 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 | |
| <input type="checkbox"/> 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., 2012 Winter) |
| <input type="text"/> | <input type="text"/> |

| | | |
|---|----------------------|---------------------------------|
| 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 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 _____ OPSEU 519 _____

Sessions/Course Start Date _____

Program of Study _____

% 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.

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".