

Tuition Waiver Form for Dependants of Active, Retired or Deceased Staff



Submission Instructions

Please follow the instructions on the form for submitting.

For eligibility and course restrictions please consult the appropriate Policy or The Collective Agreement

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

Please read application instructions on the reverse side of this form

STUDENT INFORMATION		
<input type="text"/>	<input type="text"/>	
Surname of Student	First Name	
<input type="text"/>		
Student Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Number	Student's S.I.N. Number	FACULTY/COLLEGE

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.	
<input type="text"/>	<input type="text"/>
Student Signature	Date

TO BE COMPLETED BY STAFF MEMBER (If the staff member is deceased, please supply their information)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname of Staff Member	First Name	Personnel Number
<input type="text"/>		
Home Address		
Does the dependant currently have a University degree (as determined by the Office of Admissions & Awards?) <input type="checkbox"/>		
What is the applicant's relationship to you ?	<input type="checkbox"/> Dependant Child	<input type="checkbox"/> Spouse
Date of Birth dd/mm/yyyy <input type="text"/>		
<input type="text"/>	<input type="text"/>	
Staff Member Signature	Date	

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: the staff member employment date; percentage of employment; and the eligibility of the program of study.

FOR HR USE ONLY

Employment Date/Retirement Date _____

Program of Study _____

Session/Course Start Date _____

% Waiver

Special Instructions

Human Resources
Tuition Waiver
Authorized By:

Signature

Print Name

Divisional HR Office

Date

Faculty/Librarian
Research Associate

Confidential
SCS-ESL

Union
Retirees

Professional/Manager

must be approved by Central HR Department

INFORMATION ON HOW TO GET YOUR TUITION WAIVER APPROVED AND PROCESSED

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

All enquiries regarding Dependant Tuition Waivers Requests should be directed to the Staff Members' respective Divisional Human Resources office listed below.

Note: Both the Staff Member and the Student must complete the respective sections of this form
The student must register for their course(s) first and obtain a Fees invoice from the college or faculty of registration.

A ROSI print out (**Invoice**) **MUST** be provided along with this application in order to be approved by Human Resources.
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 Tuition Waiver Request Form for your records.

For Degree Programs:

Present your *approved* 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.

Divisional Human Resources office location:

Arts and Science
Central Administration and HR
Dentistry
Libraries
Medicine
O.I.S.E./U.T.Prof. Faculties N.
Facilities and Services
Professional Faculties South
Rotman School of Mgmt.
U of T at Mississauga
U of T at Scarborough
Human Resources Department

Sidney Smith Hall, 100 St. George St., Room 2017
Koffler Student Centre, 214 College St., Room 310
Faculty of Dentistry, 124 Edward St., Room 2005
Robarts Library, 130 St. George St., Room 2005
Faculty of Medicine, M.S.B., Room 2256;
O.I.S.E./U.T., 252 Bloor St., Floor 8th
255 MCaul St., Floor 4th
40 St. George Street, Floor 8th
Faculty of Management, 105 St. George St., Room 327
3359 Mississauga Rd., North Building, Room 157
1265 Military Trail, Room S418C
215 Huron St., Floor 8th