



**APPLICATION FOR REBATE OF TUITION FEES FOR
CREDIT COURSES TAKEN AT ANOTHER ACADEMIC INSTITUTION**

OPSEU AND EXEMPT STAFF

TERMS OF POLICY

Rebates and Waivers of Tuition Fees will be provided subject to the terms and instructions outlined on the reverse side of this form.

Rebate of Tuition Fees will be cancelled if the applicant has ceased to be in the employ of the University.

EMPLOYEE/APPLICANT'S INFORMATION

Name _____

Department _____

Employee Number _____ Student Number _____

Employee's E-Mail _____

CREDIT COURSES – Registration Information

Educational Institution: _____

Program: Undergraduate Part-Time Graduate

Year _____: September to April May to August

NOTE: Applicants are eligible for a waiver for one full course from September to April and one full course from May to August.

Course Code(s) _____

Course Name(s) _____

Credit Value(s) _____

Tuition Amount _____

EXPLAIN HOW THE COURSE(S) ABOVE WILL BE OF BENEFIT TO THE EMPLOYEE IN THE PERFORMANCE OF HIS/HER JOB DUTIES AT TRENT UNIVERSITY

Original paid receipt and proof of successful completion must be submitted to the Human Resources Department before reimbursement is issued.

APPLICANT _____ Date _____
(Signature to certify the statement above is true)

DEPARTMENT HEAD _____ Date _____
(Signature to certify agreement with the statement above)

HUMAN RESOURCES DEPARTMENT _____ Date _____
(Signature to certify that employee is eligible for a tuition waiver benefit for the courses above)

ONLY APPLICANTS NOT APPROVED WILL BE CONTACTED

C.c. Personnel File

POLICY RESPECTING REBATE OF TUITION COURSE FEES TO ELIGIBLE UNIVERSITY STAFF MEMBERS

(Article 19.4 of OPSEU Agreement)

1. An eligible University staff member is one who holds a regular or recurring appointment at Trent University.
2. For purposes of this policy, a course is defined as a program of formal instruction offered by a secondary or post-secondary institution in the Province of Ontario, up to and including graduate level programs, the successful completion of which, in the opinion of the supervisor and the Director (Human Resources), will be of benefit to the staff member in the performance of job duties at the University and will result in some educational credit being obtained.
3. Eligible staff applying to take courses must be prepared to meet normal admission requirements and to comply with published deadlines, etc.
4. Tuition course fee rebates shall be limited to the equivalent of one (1) undergraduate credit between September and April and one (1) undergraduate credit between May and August, or one (1) domestic part time graduate program fee per term. Where the hours of instruction fall within working hours, the employee shall be required to make up for any time lost by taking the course.
5. When staff members are required to write examinations during working hours for courses taken under the tuition rebate policy, this time away from work will be considered time off with pay. Staff members will not be required to make up time lost from work while writing scheduled examinations. Staff members will inform their supervisors of the scheduled examination dates as early as possible.
6. The University will waive the fee for one undergraduate credit taken between September and April and one undergraduate credit taken between May and August at Trent University, or one domestic part time graduate program fee per term, or rebate the fee for a course taken at another academic institution provided written authorization for both the taking of the course and the waiving or rebating of the fee has been obtained from the supervisor **prior to** the commencement of the course. Proof of successful completion will be required to receive a rebate or to validate the fee waiver.
7. The forms for written authorization should be obtained from the Department of Human Resources. This Department should be contacted if authorization appears to be improperly withheld.
8. Failure to successfully complete a course will result in the staff member being held financially responsible for the full course fee.
9. Ancillary fees consisting of the Julian Blackburn College Student Government fee, the College fee and Health Service fee will be waived. Any levy imposed by Julian Blackburn College student government, other than those listed above, will be the responsibility of the staff member.
10. The University will not be financially responsible for fees for staff who only wish to audit a course.
11. Where the course is taken at an accredited university other than Trent, the fee rebate will be limited to Trent's undergraduate course fee or domestic part time graduate program fee, exclusive of ancillary fees.