**TUITION WAIVER FORM**

**TRUOLFA EMPLOYEES & DEPENDENTS**

**Eligibility**

TRU Open Learning will waive tuition fees for (2) TRU-OL courses, as contained in Appendix “B” of the TRU/TRUOLFA Collective Agreement, in each 4 month period for employees who have completed their probationary period. The maximum number of courses for which tuition fees will be waived is six (6) per year.

If an employee fails to complete two (2) TRU-OL courses without a reasonable explanation, he/she will no longer be eligible for tuition waivers.

A member of the employee’s family (spouse or dependent) may register for one (1) TRU-OL course per year which will be deducted from the six (6) courses above. If the family member fails to complete two (2) TRU-OL courses without a reasonable explanation, he/she will no longer be eligible for tuition waivers.

**Taxable Benefit**

Tuition waivers are a taxable benefit if the course is not a requirement of your position, and will be reported on your T4 by the Finance Department. If the course is a requirement of your position, the tuition waiver is non-taxable.

**How to Apply for Tuition Fee Waiver**

1. Register and pay for the course.
2. Complete this form and email it to OLFMclaimforms@tru.ca with the words “OL Tuition Waiver” and your full name in the subject line of the email.
3. Once eligibility is confirmed and the application approved, it will be forwarded to Financial Aid and Awards for payment processing.

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Employee Last Name Employee First Name Employee ID Employee Group

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Dependent Last Name Dependent First Name Dependent ID Student Birth Date

Student relationship to Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Number Course Name Course Start Date

**Cost of Tuition $\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYEE DECLARATION**

**I agree to notify the Supervisor of Exams if I/my dependent have/had access to an exam for this course. I understand that my/my dependent’s course completion record will be tracked and reported to the HR Dept. I agree to refund the waived tuition amount to the Agency if I/my dependent do/does not successfully complete the course.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 109000-800000-510020

Employee Signature Approval signature Account Code

***(Please Note: Only the Tuition portion of the course is reimbursable. The person registering in the course will not be reimbursed for the cost of materials, administration fee, web fee and technology fee.)***