

University of Windsor Tuition Remission Benefit Program

Additional Information

(Please review these frequently asked questions closely for important information.)

Eligibility

1. My son/daughter turns 27 in the upcoming academic year. What is the cut-off date for the Tuition Remission Benefit?

Tuition Remission applies while your dependent is not over the age of twenty-six (26); therefore, your dependent is eligible up to and including the semester in which they turn age twenty-seven (27). For example, if they turn age 27 on September 18th, they are eligible for the fall semester, but will no longer be eligible for any future semesters. If they turn age 27 in January, they would be eligible for the fall and winter semester only. If they turn age 27 in July, they would be eligible for the previous fall, winter, and summer terms, and not eligible for the next academic year.

2. How many dependents can I apply for?

Unlimited, based on age restrictions for the Tuition Remission benefit program.

3. Is my step child or my adopted child eligible? What if I have a legal guardianship?

Dependents as defined by the Income Tax Act are unmarried children of the employee, not over the age of twenty-six (26), to whom the member provides regular financial support. This would include step children, adopted children, or children for whom you have legal guardianship.

4. I am a Sessional Instructor. Am I entitled to tuition remission?

A sessional instructor is entitled to a tuition fee credit of one (1) course fee in each teaching year in which they have been appointed to teach one (1) or more courses, subject to certain provisions. Refer to Article G.2 of the Faculty Collective Agreement for full details. You will need to apply using [the fillable pdf form for Sessional Instructors](#).

5. I am receiving Long Term Disability Benefits. Are my dependents eligible?

Employees receiving benefits under the Long Term Disability Plan, their legal spouses and dependent(s) are eligible, subject to the age limitation. You will need to apply using [the Non Active fillable pdf form](#).

6. I am retired from the University. Are my dependents eligible?

Employees who retire from the University of Windsor and their spouses and dependents continue to be eligible for the benefit of free tuition, subject to the age limitation. You will need to apply using [the Non Active fillable pdf form](#).

7. My spouse / my parent was an employee of the University who died while in active service. Am I eligible for the Tuition Remission Benefit?

Spouses and dependents of employees who die in service continue to be eligible for the benefit of free tuition, subject to the age limitation. You will need to apply using [the Non Active fillable pdf form](#).

8. My Tuition Waiver was approved for the academic year (September to August). I am leaving University employment at the end of February. What impact does this have on the approved Tuition Waiver?

The Tuition Waiver for an eligible employee, spouse or dependent continues until the end of the semester that an employee terminates his or her employment with the University.

Application Process

1. What is my UWin ID?

Your UWin ID is your personal identification for accessing a number of on-line services at the University of Windsor. A UWin ID is required of everyone associated with the University of Windsor who plans on using on-line administrative programs and computing services.

2. Who is eligible to apply for the Tuition Remission benefit through the new eTuition Waiver process?

Employees who have an active UWin ID should apply using the electronic application process.

3. When must the fillable pdf application be used?

Employees who have been on Long Term Disability for many years, University retirees and their spouses and dependents and surviving spouses and dependents will be required to apply using the Non Active fillable pdf form, found on the Tuition Remission web page.

4. I was trying to apply on-line and I received the following message “Your UWin ID and or Password were not found. Please try again.”

Please check your UWin ID and password (generally the ID and password you use to access email from outside the university) to see if they were entered correctly. If they were, contact I.T. Services – Helpdesk x 4440 for further assistance.

5. I intend to submit an *eTuition Waiver* for my spouse/ my dependent child. What information do we need to begin?

The *eTuition Waiver* application requires entry of a valid student ID number and valid social insurance number. This allows the system to match the student record in the Student Information System (SIS) to the employee / dependent record stored in the Human Resources Information System, thus verifying program and dependent eligibility. An associated social insurance number is required to facilitate production of the proper Canada Revenue Agency tax slips at year end.

6. I am applying through *eTuition Waiver* for my dependent child. They are not appearing in the dependent drop down list. What should I do?

Contact Human Resources (ext. 2048) to review the dependent information we have on file. It could be a birthdate or similar error. Children over the age of 27 no longer appear in the drop down as eligible dependents.

7. The computer is telling me that my dependent’s student ID number does not match my dependent.

Because the Tuition Waiver is added to the student’s SIS information, the *eTuition Waiver* process has a check to ensure that the student number matches the dependent you selected. Please verify that you have entered the student ID number correctly. If this message continues, contact Human Resources (ext. 2048) for assistance.

8. My *eTuition Waiver* application was successfully transmitted. What happens now?

Once your application has been successfully submitted and approved, the Cashiers Office will apply the Tuition Waiver to the student account. You will be notified by email when your application has been processed.

9. I received notice of Tuition Waiver approval. When will the waiver show up in the student account?

Within the next five (5) business days, the student for whom the waiver was approved should check the SIS Student Web or the myUWindsor student account associated with the application to verify the waiving of the base tuition, and to arrange payment of any outstanding incidental and societal fees. Please note that daily interest charges are applied to all student account balances outstanding after the payment due date each term, at a rate of 14% per annum, calculated daily and compounded monthly. If you have any questions or concerns regarding SIS student account charges, please contact the Cashiers Office to discuss.

<http://www.uwindsor.ca/finance/student-accounts>

10. I received notice that my Tuition Waiver application is being reviewed. When will the waiver show up in the student account?

If you indicated either that the course(s) that you are taking is during scheduled work hours or work related your *eTuition Waiver* application will be routed to HR for review, prior to approval. You will be contacted by an HR representative for more information.

11. I submitted a Tuition Waiver application for the fall semester. Do I have to reapply for the winter term?

No. Tuition Waivers now cover the entire academic year (fall through the following summer terms), providing you remain eligible for the program.

12. I am enrolling for the first time for the January term. What do I do?

Depending on your employment status (see above information in this regard) you will apply using the *eTuition Waiver* electronic application process or by submitting the Non Active fillable pdf form. Once approved, your Tuition Waiver remains in force for the remainder of the academic year, providing you remain eligible for the program. Thereafter, you will reapply each August, for the upcoming academic year, again providing you remain eligible for the program.

Tuition Waiver deadlines and fee payment information

1. When do I submit the Tuition Waiver application?

It is ***important*** to note that:

- A new application must be submitted each year in August for the upcoming academic year (or in the month preceding the start of the students first academic term of the year).
- Active employees can access the *eTuition Waiver* beginning approximately two months prior to the applicable term. Paper applications are subject to the same timelines.
- To avoid interest charges, you should ensure your Tuition Waiver application is submitted no later than five (5) days prior to the fee payment deadline date.
- The application period closes for each term two (2) months after the term's start, at which point you will not be able to submit through the *eTuition Waiver* application process.

2. The fee payment deadline has passed and I have just submitted my application. What happens now?

Daily interest charges are calculated on all balances outstanding after the payment due date each term. Once the Tuition Waiver has been processed, fees for the base tuition will be removed. However, interest charges up to the date the base fees are removed remain owing, as well as all charges for compulsory incidental fees, societal, health/drug/dental plan fees, supplies and/or other supplemental fees for registration or examinations, etc.

3. I missed the deadline to apply for the Tuition Waiver Benefit program, and the fall semester period is no longer showing in the *eTuition Waiver* tool. Is there any way I can still submit an application?

Please contact Human Resources (ext. 2048) to discuss.

4. Does the tuition waiver benefit affect any government tuition assistance programs?

Students who are applying for financial aid through the (OSAP) Ontario Student Assistance Program full-time application (OSAP Full-time) are required to report their tuition waiver amount as "Award Income" on their OSAP application. For additional information, please email Student Awards & Financial Aid at award1@uwindsor.ca