



APPLICATION FOR TUITION REMISSION

(A NEW FORM MUST BE SUBMITTED EACH ACADEMIC SCHOOL YEAR)

PLEASE PRINT

I, _____ Surname _____ Employee Number (if known) _____

hereby give notice that: I OR my spouse OR my dependant child (not over age twenty-six (26))

_____ Name of spouse or dependant _____ Student number _____ Birth date of spouse or dependant _____

_____ SIN number of spouse or dependant _____ Intend(s) to enrol in a course(s) this academic school year beginning _____.

PLEASE INDICATE WITH WHICH GROUP YOU ARE AFFILIATED

- Long Term Disability Recipient
 Retired Faculty, Librarian, Ancillary Staff or Sessional Lecturer
 Retired Staff Employee
 Family of Deceased Faculty, Librarian, Ancillary Staff, Sessional Lecturer or Retiree
 Family of Deceased Staff Employee or Retiree
 Other _____ (please provide details)

IMPORTANT: This application must be submitted to the Department of Human Resources for approval. All tuition remission approvals are subject to the submission of the application within the required timeframe, and satisfaction of all eligibility requirements and other terms and conditions of the program. Provision of accurate information is the responsibility of the applicant. Failure to provide such accurate information may result in denial of eligibility.

PLEASE READ THE BACK OF THIS FORM CAREFULLY FOR FURTHER REGULATIONS PERTAINING TO THE TUITION WAIVER POLICY.

Certification and Privacy:

I hereby certify that all statements on this application are correct and complete and that no relevant information has been withheld. I declare that my son/daughter is financially dependant on me for support and is not over the age of twenty-six (26) years. I also confirm that I have read and understand the terms stated herein, including the rules and regulations indicated on the reverse of this application. I understand that I, or my dependant, may be held financially and academically responsible for all enrolments resulting from processing this application and I confirm that this shall be notice that the University is collecting personal information about me and my dependants on this form for the purpose of assessing my eligibility for the Tuition Remission program.

Date: _____ Signature: _____

Contact # _____ Contact email: _____

My signature above validates my acceptance of this contract.

This application must be submitted to the Department of Human Resources. Please keep a copy of this application for your records.

APPROVED
HR Authorization
DATE

Eligibility:

As defined in the appropriate Article in the relevant Collective Agreement:

- Faculty, Librarians, Ancillary Academic Staff, and Sessional Lecturers Article G.1
- CUPE 1393 Article 24
- CUPE 1001 Article 22
- CAW 2458 Clerical Article 23
- CAW 2458 Engineers Article 16
- CAW 195 Article 23
- Administrative Staff

Employees receiving benefits under the Long Term Disability Plan, their spouses and dependant(s) as described in the applicable sections, the spouses and dependants of employees who die in active service, and employees who retire from the University of Windsor and their spouses and dependants shall continue to enjoy the benefit of free tuition for credit courses approved by the Senate of the University of Windsor.

Coverage:

Waiver covers base tuition only. Expenses not eligible under the waiver program include compulsory incidental fees, societal, health/drug/dental plan fees, books, instructor materials, supplies, and/or other supplemental fees for registration or examinations, etc.

Approval of Waiver:

You will be notified by mail when your waiver has been approved.

Please note, students are academically and financially responsible for all courses in which they enroll. Should the Tuition Waiver request be denied and the student chooses to remain enrolled in the course(s), payment must be submitted immediately. Daily interest charges will apply to all balances outstanding after the payment due date each term at a rate of 18% per annum, calculated daily and compounded monthly. Should the student wish to drop a course, please refer to the drop deadlines in the official course calendar.

Applicable Fees:

Fees must be paid on time using acceptable payment methods (consult the Cashiers website for payment options (www.uwindsor.ca/cashiers)). You must check your account on the SIS system to arrange payment of incidental and societal fees. The student is responsible for any charges that may occur within their account due to late waiver applications or late payment of fees.

Taxable Benefit:

According to the Canada Revenue Agency the tuition waiver is not a taxable benefit to the applicant. The Tuition Waiver amount will be reported as a scholarship to the student, issued on a T4A to the student.