

**SESSIONAL  
INSTRUCTOR**

**APPLICATION FOR TUITION REMISSION**

(A NEW FORM MUST BE SUBMITTED EACH SEMESTER)

**PLEASE PRINT**

I, \_\_\_\_\_

First Name

Surname

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Employee Number

Student Number

a Sessional Instructor of the University of Windsor, hereby give notice that I intend to enrol in a course this academic term.

**COMPLETE INFORMATION FOR ONE SEMESTER ONLY:**

- January to April            20\_\_\_\_\_
- May to June                    20\_\_\_\_\_
- July to August                20\_\_\_\_\_
- September to December    20\_\_\_\_\_

**Eligibility: As defined in Article G.2 of the Faculty Collective Agreement:**

A sessional instructor shall be entitled to a tuition fee credit of one (1) course fee in each teaching year in which the sessional instructor has been appointed to teach one (1) or more courses. Such tuition fee credit must be used within one (1) year of the teaching year in which the credit is earned.

The value of the tuition fee credit will be applied to the sessional instructor’s student information system fee account and will be equivalent to the value of the first year of study course tuition fee as is contained in the tuition fee schedule for PART-TIME FALL & WINTER UNDERGRADUATE TUITION & COMPULSORY FEES for “Canadian or Permanent Residents” and applied in the year and semester for which the credit is claimed.

**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 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 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 on this form for the purpose of assessing my eligibility for the Tuition Remission program.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**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.

DEPARTMENT OF HUMAN RESOURCES

<b>APPROVED</b>
_____
HR Authorization
_____
DATE

**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 email when your waiver has been approved.

**Please note**, students are academically and financially responsible for all courses in which they enrol. 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](http://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. The Tuition Waiver amount will be reported as a scholarship to the student, issued on a T4A to the student.