

**UNIVERSITY OF GUELPH  
TUITION WAIVER PLAN FOR DEPENDENT CHILDREN  
AND SPOUSES OF ELIGIBLE EMPLOYEES  
2009-10**

**GENERAL POLICY AND PROCEDURES**

This plan provides tuition scholarships to eligible dependent children and spouses for tuition fees payable for courses taken for credit in University programs leading to an undergraduate degree, graduate degree or an associate diploma. To be eligible, students must meet the requirements of admission to one of these programs.

Parent/Spouse Employee Group	UNDERGRADUATE STUDENT			GRADUATE STUDENT
	2.0 credits or more	1.5 credits	1.75 credits	Full-Time only
Faculty/Professional Librarian	\$2,000.00	\$1,497.00	\$1,746.50	\$2,000.00
Professional/Managerial (frozen 2007-08 rates)	\$2,284.00	\$1,371.00	\$1,599.50	\$1,941.00
All other Groups	\$2,494.00	\$1,497.00	\$1,746.50	\$2,190.00

- Dependent* means child of the employee, less than 26 years of age and dependent for support on such employee. The following will also be considered children of the employee: persons the employee is adopting, during the period of probation; stepchildren of the employee; and persons related to the employee by blood or marriage, or for whom the employee is legal guardian. The restriction of 25 years does not apply to a physically or mentally disabled child who is over 25 years of age and who had this condition and was a dependant of the employee before the age of 26. *Spouse* includes a legal spouse, common-law spouse or same-sex partner.
- The maximum number of payments which any student can receive is equal to eight. The value of the scholarship for any one semester is equal to the *actual semester tuition fees* payable for that semester (up to the full-time tuition fee amounts listed above). Students are responsible for all other fees beyond semester *tuition fees*.
- New applications are to be submitted to the Awards Officer, Student Financial Services, U.C., L-3, University of Guelph, prior to beginning studies. You apply to this plan only once. Eligibility to continue receiving the scholarship will be verified each semester by confirming both the applicant's registration and the eligibility of the parent/spouse employee.
- Payments are based on the student satisfying the academic continuation requirements of their program of study. The amount of the tuition waiver is a taxable benefit to the employee named on the application form.
- The scholarship will be applied directly to the student's financial account at the University of Guelph or the University of Guelph-Humber for the payment of tuition fees each Fall and Winter semester. (Students enrolled at Alfred, Ridgetown, or Kemptville campuses should consult their F.A. Office for information about their payment). Students attending summer semester who register for a minimum of 1.5 course credits and wish to utilize one of their 8 payments must notify the Awards Officer, Student Financial Services prior to the start of the summer semester. *The Awards Office is responsible for the administration of payments under this plan.*
- Registration is completed each semester when students comply with the payment requirements of Student Financial Services each semester. **Students are required to pay the non-refundable Registration Deposit for the fall semester. Late fees will apply if you fail to complete these arrangements by the published due date each term.** For further details see the Student Financial Services website at: <http://www.uoguelph.ca/studfin/fees/index.cfm>
- Undergraduate students must register for a minimum of 1.5 credits per semester and Graduate students must be registered full-time to be eligible to receive a payment under this plan. *Please be advised that future payments may be affected as a result of a student's registration status dropping to less than the minimum registration requirement.*



## Application Form Tuition Waiver Plan for Dependent Children and Spouses of Eligible Employees

Read the attached **General Policy and Procedures** sheet. You may also read Human Resources policy **403 Tuition Plan** or contact the Awards Office, Student Financial Services: [awards@registrar.uoguelph.ca](mailto:awards@registrar.uoguelph.ca)

**Section A – Student Information (Complete in full. Incomplete applications will be returned.)**

Student Name:	Student ID#:
Home Address:	Student Date of Birth(d/m/y):
Name of Parent/Spouse employed at the University of Guelph:	Employee #:: (Required)
Employing Department:	
Check as appropriate:	<input type="checkbox"/> Undergraduate (Bachelor’s Degree) <input type="checkbox"/> Graduate (Master’s or Doctorate Degree) <input type="checkbox"/> Diploma
I am attending:	<input type="checkbox"/> University of Guelph <input type="checkbox"/> University of Guelph – Humber <input type="checkbox"/> Ridgetown College <input type="checkbox"/> Kemptville College <input type="checkbox"/> Alfred College

**Section B - Student Declaration**

1. I am a dependent child. Dependent means child of the employee, less than 26 years of age and dependent for support on such employee. The following will also be considered children of the employee: persons the employee is adopting, during the period of probation; stepchildren of the employee; and persons related to the employee by blood or marriage, or for whom the employee is legal guardian. The restriction of 25 years does not apply to a physically or mentally disabled child who is over 25 years of age and who had this condition and was a dependant of the employee before the age of 26.

**or**

I am married to the employee or cohabit with the employee in a continuing conjugal or same-sex relationship.

2. I will attend the institution named and complete a minimum of 1.5 credits (60% course load) of an undergraduate degree or full-time registration of a graduate program each semester.

3. I will inform the Awards Officer, Student Financial Services, University of Guelph, of any change in dependent status or registration status (i.e. change in number of courses, withdrawal from a semester). Such changes may affect my eligibility for this scholarship plan.

4. I have previously received award payments under this scholarship plan?  No  Yes  
If "Yes", when was the last semester in which you received this scholarship? \_\_\_\_\_ Which campus? \_\_\_\_\_

5. If for any reason, the employee cancels his/her agreement to provide this benefit, the outstanding tuition will be added on my student financial account and becomes my responsibility to pay.

6. I have read the attached General Policy and Procedures.

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

**Section C - Parent / Spouse Declaration**

The information in this application is true and correct to the best of my knowledge. If for any reason, I cancel my participation in this benefit, a charge will result on the student’s financial account and becomes the sole responsibility of the student to settle. I acknowledge that the value of the scholarship is a taxable benefit to me and will be added to my taxable income accordingly.

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

**Section D - Department of Human Resources Confirmation**

The employee above is eligible for this plan. The employee group is \_\_\_\_\_

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

Return this form to:

**University of Guelph  
Awards Office, Student Financial Services  
University Centre, Level 3  
Guelph, ON N1G 2W1**