

**UNIVERSITY OF GUELPH
TUITION SCHOLARSHIP PLAN FOR DEPENDENT CHILDREN
AND SPOUSES OF ELIGIBLE EMPLOYEES
2024-25**

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.

PROCEDURES

1. Student's register for courses following the standard University registration process. Registration is completed each semester when students comply with the payment requirements of Student Financial Services (SFS) each semester. Students are required to pay the non-refundable registration deposit for the fall semester. Late fees will apply if a student fails to complete these arrangements by the published due date each term. For further details see the SFS website at: <http://www.uoguelph.ca/registrar/studentfinance/>
2. New students submit the completed Application Form to Human Resources, U.C., L-5, to confirm the eligibility of both the dependent or spouse (applicant) and the employee. Eligibility is determined as per Human Resources policy 403 Tuition Scholarship plan the applicable collective agreement. Eligibility to continue receiving the scholarship for will be verified each semester by confirming both the applicant's registration and the eligibility of the parent/applicant.
3. 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.
4. Dependent students who have a disability as defined by Section 10 (1) of the Ontario Human Rights Code that preclude them from registering for the minimum course requirements may request accommodation through Student Accessibility Services (SAS) pursuant to the University's Policy on Academic Accommodation for Students with Disabilities and the documentation requirements outlined in Section 3 of the Procedures and Guidelines of Procedures on Academic Accommodation for Students With Disabilities. At the student's request, the SAS Advisor will email SFS to confirm registration and the requirement for accommodation.
5. The maximum number of payments any student can receive is eight (8)*. The value of the scholarship for any one semester is equal to the *actual semester tuition fee* payable for that semester (up to the full-time tuition fee amounts listed below). Students are responsible for all other fees beyond semester *tuition fee*.
6. Student Financial Services will apply the scholarship directly to the student's financial account for the payment of tuition fees each Fall and Winter semester. 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 awards@uoguelph.ca prior to the start of the summer semester. *The Awards Office is responsible for the administration of payments under this plan.*

Program	# of credits	Amount
Undergraduate Degree Students and Diploma in Turf Management**	2.0 credits or more	\$ 3046.00
	1.75 credits	\$ 2130.00
	1.5 credits	\$ 1826.00
Graduate Students: MA/MSc/MASc/GDip/MScFSQA	Full-time	\$ 2378.00
Graduate Students: MLA/MAN/MBINF/MBIOT/MBS/DVSc/Other Master's	Full-time	\$ 2497.00
Graduate Students: MCTI/MDS/MCL/MBA/MA.LEAD/Acct.GDip	Full-time	\$ 3046.00
Graduate Students PhD	Full-time	\$ 2331.00

* Dependent students who have a disability as defined by Section 10 (1) of the Ontario Human Rights Code that preclude them from registering for the minimum course requirements may request accommodation through Student Accessibility Services (SAS) pursuant to the University's Policy on Academic Accommodation for Students with Disabilities and the documentation requirements outlined in Section 3 of the Procedures and Guidelines of Procedures on Academic Accommodation for Students With Disabilities. Such eligible students will receive the equivalent of the applicable 8 tuition payments.

**Associate Diploma students at Ridgetown campus will have the value of their tuition applied as a credit on their student account. The amounts listed above do not apply to Associate Diploma programs at Ridgetown.

**APPLICATION FORM
TUITION SCHOLARSHIP PLAN FOR DEPENDENT CHILDREN
AND SPOUSES OF ELIGIBLE EMPLOYEES**

Read the attached *Procedures*. You may also read Human Resources policy *403 Tuition Scholarship Plan* or contact the Awards Office, Student Financial Services: awards@uoguelph.ca

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

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

Section B - Student Declaration

Check as appropriate:

- 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 dependent 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.
- 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.
- or**
- I am unable to register for the minimum of 1.5 credits due to a disability. I am applying for accommodations as outlined in S.4 of these Procedures.

General Information:

- I will inform the Human Resources, of any change in dependent status. Such changes may affect my eligibility for this scholarship plan.
- 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.
- I have read and understand attached the 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.

Signature: _____ Date: _____

Section D - Department of Human Resources Confirmation

The employee above is eligible for this plan. The employee group is: _____

The employee's eligibility date is: _____

Signature: _____ Date: _____

This form must be submitted to the department of Human Resources- hr@uoguelph.ca