UNIVERSITY OF GUELPH

Fall Semester ____
Winter Semester ____
Summer Semester ____
Request Date _____
YYYY MM DD

Tuition Waiver Request Form

Please submit the completed form to Human Resources by email to hr@uoguelph.ca or through interoffice mail. Please note: *This is not a Course Selection Form*

A. General Information

Surname	First Name	Student ID No.
Home Address	Telephone No.	Employee Number
University Department	Extension	Gryphmail Address @uoguelph.ca

B. Course

Degree / Diploma courses for credit / audit as listed in the Undergraduate or Graduate calendar

Course Number	Credit	Audit

Thesis Research / Writing (Graduate Programs Only)	

School of Continuing Studies courses

Complete Course Title (and Course Number if applicable)	Course Fee

Including this selection, I will have taken ___ School of Continuing Studies courses in the present calendar year, January 1 to December 31.

C. Chair/Department Head Acknowledgment and Approval

Yes☐ No☐ Indicate whether or not this course benefits the University of Guelph as an employer. Selecting "No" will result in this being treated as a taxable benefit for the employee under CRA guidelines.

Yes☐ No☐ Indicate whether some or all of the schedules for the courses will be conducted during normal working hours. If "Yes" is selected, the signature below is confirmation that the appropriate approval has been granted.

_____ _____
Approved – Chair / Dept. Head / Designate YYYY MM DD

D. Student Acknowledgement

I acknowledge that this request is submitted in accordance with the relevant procedures.

_____ _____
Student Signature YYYY MM DD

E. Human Resources

_____ _____
Human Resources/Designate YYYY MM DD

Instructions for the Tuition Waiver Request Form

This form is for eligible University employee requests for tuition waiver for Degree/Diploma courses as listed in the Undergraduate or Graduate calendar or courses offered by the School of Continuing Studies.

Please note: This is not a course selection form. Although tuition fees are being waived, all other procedures regarding registration shall apply. Consult the School of Continuing Studies website or the appropriate Undergraduate or Graduate Calendar for details.

Eligibility for Tuition Waiver

In general the cost of tuition, excluding the cost of textbooks, DE resource fees and laboratory fees, is waived for University of Guelph **employees currently in a RFT or 8-9-10 month position who have *completed one year of service in a non student position***. In the event of a difference between the above and the provisions of a collective agreement, the collective agreement will apply to those covered. For complete details on eligibility, consult the University of Guelph Human Resources Policy 401 at https://www.uoguelph.ca/hr/node/4129/, or the appropriate collective agreement. Please note that if you have not been formally accepted for admission to take degree/diploma courses at the Undergraduate level, you must submit an Application for Admission Services to the Office of the Registrar, Level 3, University Centre.
Students applying to a graduate degree program must apply through Graduate Studies. Your request for tuition waiver cannot be fully processed until you have been accepted for study in a program.

Section A

Please complete all information requested. Accurate information will assist in the processing of your request.

Section B

Degree/Diploma courses

If you are requesting a tuition waiver for degree or diploma courses for Credit or Audit, fill in the course number(s). You must also complete the appropriate Course Request form available from Records, Enrollment Services or Graduate Studies. Student Financial Services requires a new Tuition Waiver each semester.

Credit means that you intend to complete all requirements for the course/s to obtain a final grade for the course(s). A formal record of your registration and grade(s) obtained will be maintained.

Audit means that you are attending the course(s) for interest only and do not intend to complete the assignments or examinations for grading. No grade will be reported and formal records of your registration are not maintained.

School of Continuing Studies Courses

Fill in the complete course title as published in the information brochure. Fill in the number of courses to be taken in the current calendar year. A maximum of four courses offered by School of Continuing Studies will be covered by tuition waiver in a given calendar year. To ascertain whether laboratory fees or textbook costs are included in the course fee, for courses offered by School of Continuing Studies call ext. 53956 or email scs-info@uoguelph.ca. If these costs are included in the course fee, you must pay for them, enclose a cheque made payable to the University of Guelph.

Section C

Even if the course/s you request take place totally outside your regular working hours, your supervisor must acknowledge your request and indicate if the tuition waiver is a taxable benefit.

Section D

By signing this section you acknowledge that the request is being submitted in accordance with the policies and procedures of Section 401, Educational Opportunities Program. When you have completed Section D, submit the request to Human Resources by email to hr@uoguelph.ca or through interoffice mail to Human Resources. Human Resources will forward copies to the appropriate offices.

Section E

Complete and submit this request to Human Resources at least 5 working days prior to the commencement of classes. Enrollment in many courses is limited and early arrangements are recommended.

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