

EMPLOYEE TUITION WAIVER REQUEST

IMPORTANT: You are responsible to pay the tuition deposit and all ancillary and withdrawal fees. This tuition waiver covers tuition only. One tuition waiver form required for each semester. Completed forms are to be forwarded to Human Resources 4 weeks prior to course semester.

STUDENT'S PERSONAL INFORMATION

Last Name:		First Name:	
Address:		Student / Employee No:	
City:	Province:	Postal Code:	Phone No.

COURSE INFORMATION

NAME OF PROGRAM:						YEAR:					
Check Appropriate Semester		Fall (Sept-Dec)		Winter (Jan-Apr)		Spring (May-June)			Summer (July-Aug)		
Name of Course		CRN#		COURSE DAYS	M	T	W	R	F	TIME	
Name of Course		CRN#		COURSE DAYS	M	T	W	R	F	TIME	
Name of Course		CRN#		COURSE DAYS	M	T	W	R	F	TIME	
Name of Course		CRN#		COURSE DAYS	M	T	W	R	F	TIME	
Name of Course		CRN#		COURSE DAYS	M	T	W	R	F	TIME	

I acknowledge that I am responsible to pay for all ancillary and withdrawal fees associated with attending UNBC. It is also my responsibility to register for all courses with the Registrar's Office and to advise them if I have withdrawn or failed to register for the above number of courses.

Student's Signature: _____

Date: _____

EMPLOYEE INFORMATION

CUPE		Directors & Executive		Exempt		Faculty	
Last Name:		First Name:		Employee No:			
Job Title:				Dept./Program			
Student's Relationship to you:							
I hereby certify that I have read and that I and my dependent (if for spouse or child) meet the terms and conditions of the general tuition waiver policy and the collective agreement applicable to my employee group							
Employee's Signature:				Date:			

FOR UNBC EMPLOYEES TAKING COURSES

If your course(s) require(s) release time from your normal working day, please indicate how you will make up for time off:

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I Agree to this Work Arrangement and I confirm that the course(s) do not interfere with the employee's normal work hours.

Supervisor Name		Supervisor Signature		Date	
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TUITION WAIVER REQUEST APPROVAL

Human Resources		Date	
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Human Resources Copy

Finance – Cashiers Copy