



TUITION WAIVER REQUEST

SUBMIT TO EMPLOYEE SERVICES

Requests will not be considered if they are submitted before a registration time has been assigned or after the last day to pay all fees.

This benefit is requested for the _____ semester

on behalf of

Name: _____

Required: Student Number: _____

Required: Student's SIN: _____

Who is an employee of UFV my dependent my spouse

Name: _____ Local: _____

Employee ID number: _____

Signature: _____ Date: _____

READ AND SIGN REVERSE ALSO

The tuition fee waiver for employees is not considered a taxable benefit. It will not be shown on the employees T4; however, it will be included on the T2202 as part of the tuition credit and the education deduction. Employees cannot claim that portion of the amounts on the T2202 that were covered by the waiver.

Release of Information

I agree that information about my registration and fees may be released to the above UFV employee in support of this request for a tuition waiver. **Please note: Spouses & Dependents are required to pay the \$200.00 registration deposit.**

Signature: _____ Date: _____

Please check one of the following:

| | | |
|-----|---|---------------|
| 120 | One free credit course for faculty or staff, and one additional free course if space is available Application fee required Yes__ No __ | _____ credits |
| 121 | Up to five free credit courses when on leave, if space available | |
| 131 | One tuition-free course for a spouse if space available | _____ credits |
| 132 | Up to five tuition-free courses (or Trades programming) for dependents of employees, if space available | |

Employee Services: _____ Date: _____



**UNIVERSITY COLLEGE OF THE FRASER VALLEY
POLICY MANUAL**

Title Section

Tuition Fees, University College Personnel 360.02

Resolution No. Approved/Revised

159/89 1989 11 07

POLICY

All full-time University College employees will be allowed to register and enrol in any one (1) University College course per semester without payment of the course fee, subject to the following conditions:

1. This waiver applies only to the actual fee for the course. Any other expenses necessary for participation in the course such as supplies, theatre tickets, equipment rental, etc. must be paid by the employee.
2. Personnel must register with the University College Admissions Office and be issued a student number and be identified as a University College employee.
3. If the course offered is scheduled at a time which conflicts with the employee's regular work hours, enrollment must be authorized by his/her immediate supervisor in consultation with the University College Administration. The supervisor will use as a criterion for permission that the course requested be of direct benefit to the employee and the University College in terms of career growth.
4. As a minimum number of full-fee payers are required in each course to enable it to be offered, the University College reserves the right to limit the number of University College employees in any given course.
5. Admission priority in Continuing Education courses will be given to full-fee payers. University College employees are to register the day before the class starts; if minimum enrollment has been achieved prior to registration of the University College employee, the employee registration will be processed.
6. Certain courses may be listed as "no discount". These courses are not available for tuition waiver.

P\360.02

I have read and understand Policy 360.2 and agree to register in a course outside regular work hours unless authorized by my immediate supervisor.

Employee signature

I have read and understand Policy 360.2 and authorize the above employee to attend a UFV course during regular work hours.

Supervisor signature