



APPLICATION FOR TUITION FEE SUBSIDY

Name of Student _____ Student ID # _____
Student S.I.N _____ Student D.O.B. _____
Telephone No. _____ Student Current Age _____
Address _____
Name of Employee _____ Relationship to employee _____
Department _____ Date of Appointment _____
Program Applied For _____ # of Credits _____
Term/Session _____
Full-time employee (100% subsidy) _____ Part-time support staff (50% subsidy) _____

If the student is also the employee, please complete this section:

Is this course job/work related? _____ Yes _____ No
Please attach your letter/plan for making up the time missed from work with your supervisor's signature.
I am aware of the health and dental insurance offered through the Nipissing University Student Union, but wish to opt out of these benefits as I have alternate coverage through the Nipissing University. _____ (initial for acceptance)
As per CRA guidelines, for Employer paid tuition fees where there is no taxable benefit to the employee: The employee is not entitled to claim the non-refundable tuition or education tax credit on their return for these fees.

Signature: _____ Date: _____

I _____ (print full name of employee), hereby acknowledge that the above applicant is my dependent as defined as my son and/or daughter who is entitled to be claimed as a dependent child within the meaning of the Income Tax Act.

Signature of Employee _____

Subsidy Approved _____
Director, Human Resources _____ Date _____

If the student is a dependent/spouse of employee:

As per CRA guidelines: A T4A will be issued in the name of the student for tuition paid by Nipissing University. For further information, refer to the CRA website http://www.cra-arc.gc.ca/menu-e.html and search on "Scholarships, fellowships, bursaries, study grants, and artists' project grants."

Finance Office Use Only:

Tuition Amount: _____ Ref #: _____ Date: _____
OSAP: ___ Yes ___ No If Yes, entered on OSAP app. Date _____ Initials _____

NIPISSING UNIVERSITY - POLICIES AND PROCEDURES

TUITION FEE SUBSIDY FOR STAFF MEMBERS AND DEPENDENTS (FASBU, OPSEU & Administrative)

- a) Full-time employees, their dependents and spouses will be eligible for a tuition subsidy (not including incidental fees or any foreign fee supplement) following their period of probation as well as dependents of retired employees, dependents of employees deceased while in the full-time employ of the University and dependents of employees on LTD in the employ of the University. Dependents are defined as children of an employee who are entitled to be claimed as dependent children within the meaning of the Income Tax Act in the years in which the tuition fee subsidy is requested and under the age of 26 years; (Part-time unionized support staff employees are eligible for a tuition subsidy as outlined in their contract).

The Tuition fee subsidy applies to Masters Level courses subject to the enrolment cap in the course. Tuition fee subsidy **does not** apply to PhD level studies, AQ, ABQ, ABED, Principals Courses, ASL courses and non-credit courses; however, it does apply to the BEd in extension.

Please note: Tuition fee subsidy does not apply to continuation or extension fees.

FOR EMPLOYEES: If the course is scheduled during normal working hours, the employee must provide the Director, Human Resources, with a letter outlining how he/she will make up the time missed from work. The maximum allowable time away from work is five (5) hours per week.

- b) A student qualifying for a tuition subsidy must remain in good standing. Further, in the event of loss of good standing, the same course(s) or an equivalent one(s) may be taken at the student's expense in order to reinstate eligibility or good standing.

In order to avoid any confusion during the registration process, staff members wishing to take advantage of this policy must submit a completed application form to the Human Resources Office prior to registering.

The tuition subsidy does not cover the cost of exams, incidental fees, student union fees or foreign fees.