



TUITION WAIVER APPLICATION

SECTION A: TO BE COMPLETED BY EMPLOYEE

| EMPLOYEE INFORMATION | STUDENT INFORMATION |
|--|---|
| Employee Name (Please Print) Last _____ First _____ | Student Name (Please Print) Last _____ First _____ |
| Employee ID Number _____ | Student ID Number _____ |
| Employee Group: <input type="checkbox"/> APSA <input type="checkbox"/> CUPE <input type="checkbox"/> Faculty <input type="checkbox"/> Poly Party <input type="checkbox"/> Other (specify) _____ | Relationship to Employee (Spouse/Child etc.) _____ |
| Department _____ | Semester Year _____ <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall |
| Position Title _____ | Date of Birth (if child) ____/____/____ Day Month Year |

CERTIFICATION

I hereby certify that I have read and that I and my dependent (if for spouse or child) meet the terms and conditions in the general tuition waiver policy and in the policy or collective agreement applicable to my employee group. I understand that if my dependent is a student who is eligible for the SFU Undergraduate Open Scholarship, School Associate Certificate, SFU Undergraduate Scholars Entrance Scholarship or any other award that specifies that it covers tuition fees, this waiver will not apply unless I submit a written request to retain the waiver and forego such funding opportunities. The student may choose to accept the tuition waiver and retain the School Associate Certificate for future terms of study.

Employee/Retiree Signature _____ Date: _____

SECTION B: TO BE COMPLETED BY CHAIR/DIRECTOR OR EQUIVALENT

VERIFICATION OF ELIGIBILITY

| FOR CURRENT EMPLOYEES | FOR RETIRED or DECEASED EMPLOYEES |
|---|--|
| <input type="checkbox"/> Full-time Continuing Employee <input type="checkbox"/> Part-time Continuing Employee (Time worked ____%) | <input type="checkbox"/> Retired Continuing Employee <input type="checkbox"/> Spouse or Child of Retired or Deceased Continuing Employee |
| I hereby verify that the above named employee meets the eligibility requirements for a tuition waiver benefit. | This is to verify that the above named student is eligible for a tuition waiver benefit. |
| _____ Signing Authority | _____ Signing Authority |
| _____ Date | _____ Date |
| _____ Print Name | _____ Human Resources |
| _____ Department | |

FOR STUDENT ACCOUNTS USE ONLY

Amount of Fee Waived \$ _____ Date _____ Entered by _____

ELIGIBILITY AND ENTITLEMENT

1. Each employee should refer to the applicable collective agreement or policy for eligibility and entitlement. (APSA AD10.12, SFUFA Article 43, Faculty Associates and Program Coordinators A12.06, In-service Associates and In-service Coordinators A12.12, CUPE Article 23, Poly Party Article 35, TSSU (specifically named) Continuing Language Instructors only, Appendix D, Excluded employees AD9-10).
2. The Tuition Waiver benefit will be prorated for any employee whose appointment is less than full time.
3. Where both parents are employees and would be eligible for the full waiver for their child, either may claim. When one parent is eligible for full waiver and the other is eligible on a pro rata basis, the latter may claim his/her full entitlement for the child and the full-time employee may claim the balance.
4. Subject to the limitations contained in the collective agreements and policies, an employee's dependents shall retain their eligibility for tuition fee exemption in the event of the employee's death or retirement.

GENERAL INFORMATION

1. *Definitions*
Tuition Waiver - the exemption of payment of tuition fees for SFU Senate-approved credit courses leading to a degree in undergraduate or graduate programs.
Continuing employee - an employee with an appointment with no end date (for the purpose of tuition waiver eligibility, includes long term and eligible recurring limited term faculty appointments).
Full-time employee - a continuing employee appointed to work seventy (70) hours bi-weekly on a regular basis.
Part-time employee - a continuing employee appointed to work less than seventy (70) hours bi-weekly on a regular basis.
TSSU (specifically named) Continuing Language Instructors - earn eligibility only in those semesters in which they have teaching related duties.
Eligible dependents - for the purpose of this benefit will include:
Spouse - either a person to whom the employee is legally married and lives with, or a person who, although not legally married to, has co-habited with the employee for at least twelve months in a marriage-like relationship, and is known in the community as the employee's spouse or partner. The spouse may be a person of the same or opposite gender.
Child - a child or stepchild of the employee who is under the age of 25 years on the first day of classes of the semester. The benefit will expire at the end of the current academic semester should the child become twenty-five years of age. The child must be mainly dependent upon the employee for financial support.
2. The Tuition Waiver benefit waives tuition fees for SFU credit courses. It also applies to course challenge tuition fees, on leave fees for graduate students, and audit and special audit fees. **It does not** apply to other student fees (ie. student activity fees, athletic and recreation fees, etc.)
3. Programs offered at the Centre for Digital Media do not qualify for Tuition Waiver.
4. The tuition waiver is a taxable benefit to dependents and retired employees.

INSTRUCTIONS

1. A Tuition Waiver Application must be completed for each semester.
2. Employee completes Section A of this form.
3. Employee gives form to signing authority (Department Chair or Director or equivalent designated the responsibility) for verification of time worked, eligibility under the appropriate policy or collective agreement, and the percentage of the appointment, if part-time, in Section B. Human Resources is the signing authority for applications of retired employees, employees on Long Term Disability (LTD) leave, and dependents of deceased employees.
4. Completed forms should be presented to Student Accounts, with any required deposit, by the tuition fee deadline for the term. (The deposit will be credited to other fees owing, including non-tuition fees.) Incomplete forms will not be processed and will be returned to the signing authority.
5. **Tuition Fee Deadline:**
Undergraduate Program: The Tuition Waiver Application form is due by the second week of classes.
Graduate Program: The approved waiver application is due in Student Accounts at time of registration.
6. Extraordinary circumstances should be forwarded to Human Resources.
7. Tuition waivers will not be accepted later than December 31st for that taxation year.

The information contained on this form is collected under the authority of the University Act (R.S.B.C. 1996, c.468, s.27(4)(a)), and the following: APSA Policy AD10.12, CUPE Article 23, TSSU Article 35 and Appendix D, SFUFA Article 43, Faculty Associates and Program Coordinators A12.06, In-service Associates and In-service Coordinators A12.12 and Poly Party Article 35. Excluded employees provide the information in accordance with Policy AD9-10. It is related directly to and needed by the University for determining eligibility for the tuition waiver. This information will be used by the Human Resources Department and Student Services at the University to confirm and process the tuition waiver for you or your spouse/dependent. If you have any questions about the collection and use of this information, please contact the Director, Pension and Benefits, in the Human Resources Department at 778-782-3580.