SAINT MARY'S UNIVERSITY SINCE 1802
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TUITION DISCOUNT APPLICATION - CREDIT COURSE

EMPLOYEE APPLICATION **Date:** _____

Name _____ Employee Number A _ _ _ _ _ _ _ _

Department _____ Position _____

Date of Employment _____ Signature _____

Course Title/Credit Number _____

Course Term ☐ Fall Term ☐ Winter Term ☐ Summer Session I ☐ Summer Session II

Tuition Discount: ☐ Full – Job Related*
☐ Half – Not Job Related**

*Reason why course is required for work: _____

_____

*Approved by (Department Head) _____

*I agree that any tax receipt I receive for this course will not be used for income tax purposes.

** Tuition discounts claimed by employees which are not job related are considered a taxable benefit to the employee. Accordingly, the employee's annual T4 slip will be adjusted to reflect the fair market value of the discount received during each calendar year.

Signature _____ Date _____

SPOUSE/DEPENDENT APPLICATION

Name of Applicant _____ Relationship to Employee ☐ Spouse* ☐ Dependent Child*

Student Number A _ _ _ _ _ _ _ _ Dependent Child's Date of Birth: _____

Spouse/Dependent Child Signature _____

Name of Employee _____ Department: _____

Employee Number A _ _ _ _ _ _ _ _

Employee Signature _____

Course Title/Credit Number _____

Course Term ☐ Fall Term ☐ Winter Term ☐ Summer Session I ☐ Summer Session II

Note: *Tuition discounts claimed by spouse/dependents are considered taxable to the student. Accordingly, a T4A slip will be produced to reflect the fair market value of the discount received during each calendar year.*

Office Use Only: Authorization _____
Director, Human Resources

***Spouse** – A person of the opposite or same sex who is legally married to the Employee, or who has cohabitated in a conjugal relationship with the Employee for not less than twelve (12) months.*

***Dependant Child** – A child through birth, adoption, or legal guardianship, of either a continuing Employee or a former Employee who passed away while employed who is under age twenty-six (26) years of age at the start date of the semester.*
Note: In situations where a collective agreement is in place, the policies and processes for tuition waiver as outlined in the collective agreement will prevail.

Please print, sign and return completed hard-copy to the Human Resources Office
Please retain a copy for your records