



**University of King's College
Professional Development and Tuition Assistance for Employees Waiver**

This form is to be completed only by employees who are registered for courses at the University of King's College and/or Dalhousie University. For reimbursement of courses approved and taken at another educational institution, please contact the Human Resources & Compensation Officer at payroll@ukings.ca.

University faculty and staff who are employed on a permanent, full-time or a part-time basis (50% FTE or greater) may qualify for tuition assistance for one successfully completed work-related course each fiscal year provided that:

1. the course is not part of a degree requirement for the employee's position at King's.
2. the course is undergraduate and is relevant to their employment at King's.
3. the application is made, and approval is given by the Program/Department in advance of registration; and
4. the staff member has completed their probationary period or six months of continuous employment, whichever is longer and, in the case of faculty or administrative group members, upon appointment.

Time off to take courses under this program, where applicable, is not credited as hours worked. Staff may only take courses during working hours if the work requirements of the department can be met and they have authorization from their program/department to do so. Courses may be taken at another educational institution, professional association, or institute, etc. for professional development purposes. The amount to be reimbursed shall be calculated in accordance with the current cost of a per term fee at King's/Dalhousie and fees may be partially or fully reimbursed subject to this calculation and the availability of funds within the program/department's budget for training. Tuition assistance is generally considered a taxable benefit; however, in some cases when the course is very clearly job-related, as specified by Canada Revenue Agency, the course fee will not be considered a taxable benefit.

I certify that I have read and understand the University of King's College Professional Development and Tuition Assistance for Employees policy in the Red Book. I also understand that I am responsible for providing a completed copy of this form to the Student Accounts Officer (accounts@ukings.ca) on or before the term due date.

Name of Employee (please print): _____

Employee Signature: _____ Date: _____

Department Head/Program Director Approval

Name of Department Head/Program Director (please print): _____

Department Head/Program Director Signature: _____ Date: _____

Student Accounts Use Only

	Fall	Winter	Summer
Total Tuition Fee (SFAREGF)	_____	_____	_____
Eligible Waiver %	_____50%_____	_____50%_____	_____50%_____
Total Waiver	_____	_____	_____