

Credit Course Tuition Assistance Reimbursement for Employees

This form is only for employees who are taking a credit course at the University of King's College or a credit course at Dalhousie University. (To find out if your course is a credit versus a noncredit course, please contact the Student Accounts Office at: accounts@ukings.ca). (Please note for all others (noncredit courses and courses taken at another university) contact: dolly.morash@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 reimbursement 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.

Reimbursement of 50% of the tuition course cost only (this does not include fees) will be provided once the employee has emailed accounts@ukings.ca a copy of: an invoice showing the course tuition cost, a transcript that clearly states the final successful (pass) course grade, and this form fully completed. All documents are due within 30 days of successful completion of the course.

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 operational requirements of the department can be met, and they have authorization from their program/department to do so. Tuition assistance reimbursement is generally considered a taxable benefit; however, in cases when the course is 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 policy outlined above:

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	_____	_____	_____

