



# APPLICATION FOR STAFF TUITION BENEFIT

1. Please complete the top part of this form and submit it prior to the deadline for your Semester.
2. Note interest will be charged on any outstanding balances for late Tuition Benefit Applications.
3. Regular Tuition Fee deadlines apply – see the University Calendar

### Semester Deadlines:

Fall ..... September 15  
 Spring..... January 15  
 1<sup>st</sup> Summer ....May 15<sup>th</sup>  
 2<sup>nd</sup> Summer.....July 15<sup>th</sup>  
 3<sup>rd</sup> Summer .....Aug 15

Completed by Student

I am an eligible University Employee       I am their Dependent or Spouse

STUDENT NAME		ID#	
HOME ADDRESS		CITY	POSTAL CODE
SEMESTER (CIRCLE ONE)	YEAR	# OF COURSES TO BE TAKEN	PROGRAM
Fall /Spring /Summer	20 __		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate

**My signature certifies that I am eligible for this benefit and that I have read and consent to the collection and use of personal information as set out in the Protection of Privacy statement below.**

SIGNATURE OF EMPLOYEE OR DEPENDENT/SPOUSE	DATE (DD-MON-YY)
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### Sponsoring University Employee Information

EMPLOYEE NAME	ID#
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Completed by Human Resources

EMPLOYEE CLASS DIVISION	FTE	
FULL TIME	PART TIME	IS 6 OR 9 MONTH PROBATION SERVED?
<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
CONTINUING	TERM	TERM END-DATE
<input type="checkbox"/>	<input type="checkbox"/>	IF NO...COMPLETION DATE
HUMAN RESOURCES AUTHORIZATION	DATE (DD-MON-YY)	

### Tuition Benefit Calculation

Completed by Cash Office

	AMOUNT	DATE	%	PRORATE AT:
Tuition Assessed				
Administration Fee (\$15 per course, up to \$45 maximum)				Notes:
U of L Staff Tuition Benefit [code 609]				
Adjustments [code 609]				
<b>TOTAL BENEFIT</b>				
CASH OFFICE AUTHORIZATION	DATE (DD-MON-YY)			

**Protection of Privacy** - The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta *Freedom of Information and Protection of Privacy Act* ("Act") and will be protected under Part 2 of the Act. It will be used for the purpose of determining and administering the staff tuition benefit program. If you have any inquiries in regards to the collection of your personal information, please direct those inquiries to: FOIP Coordinator, University of Lethbridge, 4401 University Dr. West, Lethbridge, Alberta T1K 3M4, telephone: 403-332-4620, email: foip@uleth.ca.