



APPLICATION FOR STAFF TUITION BENEFIT

To Apply:

1. Complete the Student Section of this form outlined in red and submit to human.resources@uleth.ca prior to the deadline for your Semester.
2. Note: Interest will be charged on any outstanding balances for late applications
3. Regular Tuition Fee deadlines apply - see the University Calendar

Semester Deadlines:

Fall.....September 15
 Spring.....January 15
 1st Summer.....May 15
 2nd Summer.....July 15
 3rd Summer.....Aug 15

STUDENT INFORMATION:

I am

Last Name

First Name

UofL ID#

Home Address

City

Province

Postal Code

Please Choose a Semester:

20

Program:

of Courses
to be taken:

My signature certifies that I am eligible for this benefit. Sponsoring Employee (if applicable):

Signature of Employee OR Sponsoring Employee Date of Signature

Full Name of Sponsoring employee

Employee ID #

Human Resources Authorization (to be completed by HR Office Only):

Employee Class Division

FTE

Full Time

Part Time

Has probation been served: Yes

No

Continuing

Term

End Date

Probation Complete Date (if applicable):

Human Resources Authorization

Date of Signature

Tuition Benefit Calculation (To be completed by Cash Office Only):

Amount:

Date:

Administration Fee:

(\$15 per course, up to \$45 maximum)

%

Tuition Benefit (code 609):

Prorate at:

Adjustments (code 609):

Notes :

TOTAL BENEFIT:

Cash Office Authorization:

Date of Signature

The personal information collected on this form is subject to the provisions of the Alberta Freedom of Information and Protection of Privacy Act (FOIPPA) and is collected for the purpose of administering benefit/pension programs for employees. Information collected may be forwarded to the corresponding institutions for the purpose of administering the programs. If you have any questions about the collection of this information, contact Human Resources, University of Lethbridge, 4401 University Drive, Lethbridge, Alberta, T1K 3M4, phone 329-2274.