

TUITION WAIVER APPLICATION

SECTION A: TO BE COMPLETED BY EMPLOYEE

EMPLOYEE INFORMATION	
Employee Name (Please Print)	
Last _____	First _____
Employee ID Number _____	
Employee Group:	
<input type="checkbox"/> AFSA	<input type="checkbox"/> CUPE
<input type="checkbox"/> Faculty	<input type="checkbox"/> Pdy Party
<input type="checkbox"/> Other (specify) _____	
Department _____	
Position Title _____	

STUDENT INFORMATION	
Student Name (Please Print)	
Last _____	First _____
Student D Number _____	
Relationship to Employee (Spouse/Child etc.)	

Semester Year _____ <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall	
Date of Birth (if child) _____ / _____ / _____	
	Day Month Year

SECTION B: TO BE COMPLETED BY 54TD/001 Tw1 2.52.7 (r)JTJ 0 Tc(.8 (6 re f1te32.1

ELIGIBILITY AND ENTITLEMENT

1. Each employee should refer to the applicable collective agreement or policy for eligibility and entitlement. (APSA AD10.12, SFUFA Article 43, Faculty Associates and Program Coordinators A12.06, In-service Associates and In-service Coordinators A12.12, CUPE Article 23, Poly Party Article 35, TSSU (specifically named) Continuing Language Instructors only, Appendix D, Excluded employees AD9-10).
2. The Tuition Waiver benefit will be prorated for any employee whose appointment is less than full time.
3. Where both parents are employees and would be eligible for the full waiver for their child, either may claim. When one parent is eligible for full waiver and the other is eligible on a pro rata basis, the latter may claim his/her full entitlement for the child and the full-time employee may claim the balance.
4. Subject to the limitations contained in the collective agreements and policies, an employee's dependents shall retain their eligibility for tuition fee exemption in the event of the employee's death or retirement.

GENERAL INFORMATION

1. Definitions

Tuition Waiver - the exemption of payment of tuition fees for SFU Senate-approved credit courses leading to a degree in undergraduate or graduate programs.

Continuing employee - an employee with an appointment with no end date (for the purpose of tuition waiver eligibility, includes long term and eligible recurring limited term faculty appointments).

Full-time employee - a continuing employee appointed to work seventy (70) hours bi-weekly on a regular basis.

Part-time employee - a continuing employee appointed to work less than seventy (70) hours bi-weekly on a regular basis.

TSSU (specifically named) Continuing Language Instructors - earn eligibility only in those semesters in which they have teaching related duties.

Eligible dependents - for the purpose of this benefit will include:

Spouse - either a person to whom the employee is legally married and lives with, or a person who, although not legally married to, has co-habited with the employee for at least twelve months in a marriage-like relationship, and is known in the community as the employee's spouse or partner. The spouse may be a person of the same or opposite gender.

Child - a child or stepchild of the employee who is under the age of 25 years on the first day of classes of the semester.

The benefit will expire at the end of the current academic semester should the child become twenty-five years of age.

The child must be mainly dependent upon the employee for financial support.

2. The Tuition Waiver benefit waives tuition fees for SFU credit courses. It also applies to course challenge tuition fees, on leave fees for graduate students, and audit and special audit fees. It does not apply to other student fees (ie. student activity fees, athletic and recreation fees, etc.)
3. Programs offered at the Centre for Digital Media do not qualify for Tuition Waiver.
4. The tuition waiver is a taxable benefit to dependents and retired employees.

INSTRUCTIONS

1. A Tuition Waiver Application must be completed for each semester.
2. Employee completes Section A of this form.
3. Employee gives form to signing authority (Department Chair or Director or equivalent designated the responsibility) for verification of time worked, eligibility under the appropriate policy or collective agreement, and the percentage of the appointment, if part-