



TUITION WAIVER FOR DEPENDANTS OF ACTIVE STAFF, RETIRED STAFF OR DECEASED STAFF

For eligibility and course restrictions please consult
the appropriate Policy <http://www.utoronto.ca/hrhome/policy.htm>
or Collective Agreement at <http://www.utoronto.ca/hrhome/collect.htm>
A fees invoice must accompany the Tuition Waiver Request Form

Please read this document completely before filling it out. Incomplete or incorrect forms can not be processed.

Application Instructions:

The student must register for their course(s) first and obtain a Fees invoice from the college or faculty of registration. This Fees Invoice **MUST** be provided along with this application form. A ROSI Fee Statement will not be accepted in place of the Fees Invoice. Carefully review the Fees Invoice for payment instructions relating to incidental fees and system access fees. Both the Staff Member and the Student must complete the respective sections of this form.

STUDENT INFORMATION			<input style="width: 150px; height: 20px;" type="text"/>
		Student Number	
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Surname of student	Initials	First Name	
If the staff member is deceased, please supply your address and S.I.N. below.			
<input style="width: 98%; height: 30px;" type="text"/>			
Student's Address			
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	
PROGRAM	FACULTY/COLLEGE	SESSION: (eg. — 2003 W)	
<input style="width: 95%; height: 20px;" type="text"/>			<input style="width: 80%; height: 20px;" type="text"/>
Student Signature			Student's S.I.N. Number
<p>Note: Dependant Tuition Waivers represent a Taxable Benefit to the employee. The amount of tuition waived will be reflected as a taxable benefit on the employee's T-4 slip. The amount will be shown in Box 14 "Employment Income Before Deductions" and Box 40 "Other Taxable Income". For dependants of deceased staff, the waiver amount becomes a taxable benefit to the student.</p>			

To BE COMPLETED BY STAFF MEMBER			
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Surname of staff member	Initials	First Name	
<input style="width: 98%; height: 30px;" type="text"/>			
Home Address			
		<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
		Personnel Number	S.I.N. Number
<input style="width: 95%; height: 20px;" type="text"/>			<input style="width: 80%; height: 20px;" type="text"/>
Staff Member's Signature			Date
Does the dependant currently have a University degree (as determined by the Office of Admissions & Awards, U of T?) Yes <input type="checkbox"/> No <input type="checkbox"/>			
<hr/> What is your relationship to the applicant? Dependant Child <input type="checkbox"/> Spouse <input type="checkbox"/>			
Staff Group of employee: Union <input type="checkbox"/> Confidential <input type="checkbox"/> Professional/Manager(P/M) <input type="checkbox"/> Faculty/Librarian <input type="checkbox"/> Research Associate <input type="checkbox"/> Retiree <input type="checkbox"/> SCS-ESL <input type="checkbox"/>			

Staff Member: For authorization, present this Dependant Tuition Waiver Request Form to your respective faculty or college office:

■ Arts and Science	Sidney Smith Hall, 100 St. George St., Room 2017
■ Central Administration and HR	Koffler Student Centre, 214 College St., Room 310
■ Dentistry	Faculty of Dentistry, 124 Edward St., Room 305
■ Libraries	Robarts Library, 130 St. George St., Room 2005
■ Medicine	Faculty of Medicine, M.S.B., Room 2256; Fax. 416-978-6746
■ O.I.S.E./U.T. Prof. Faculties N.	O.I.S.E./U.T., 252 Bloor St., 8th Floor
■ Operations and Services	215 Huron St., 6th Floor
■ Professional Faculties South	40 St. George Street, 8th floor
■ Rotman School of Mgmt.	Faculty of Management, 105 St. George St., Room 327
■ St. Michael's College	Elmsley Hall, 81 St. Mary St.
■ Trinity College	6 Hoskin Ave., Bursar's Office
■ U of T at Mississauga	3359 Mississauga Rd., North Building, Room 157
■ U of T Press	10 St. Mary St., Suite 700
■ U of T at Scarborough	1265 Military Trail, Room S418C
■ Victoria University	Northrop Frye Hall, 73 Queen's Park Cres. W., Room 115
■ Human Resources Department	215 Huron St., 8th Floor

The percentage of waiver to which you may be entitled is dependent on: staff category, percentage of employment and the program of study.

FOR OFFICE USE:	Employment Date/Retirement Date _____ Programme of Study _____ College of Course Registration _____ % Waiver <input style="width: 50px; height: 20px;" type="text"/> Special Instructions: _____ _____ _____	Human Resources Tuition Waiver Authorized By: _____ Signature _____ Date:
------------------------	--	---

Once all incidental and system access fees have been paid according to instructions on the Fees Invoice, make a copy of this waiver form for your own records and present the original to the Student Accounts Office, 215 Huron Street, 2nd Floor.

All enquiries regarding Dependant Tuition Waivers should be directed to the Staff Members' respective Human Resources Office listed above.

PLEASE APPLY FOR TUITION WAIVER **WELL IN ADVANCE** OF THE REGISTRATION DEADLINE.