

All sections are to need to be completed in full for the registration to be processed. All questions concerning the Tuition Discounts can be directed to People & Culture.

1. Complete this section:

Course Name: _____ Cost: \$ _____ Course Date: _____

Employee Name: _____

Department: _____ Position: _____

Home Address: _____

City: _____ PC: _____ Ph: Home () _____ Work () _____

Why is this non-credit course work related?

Employee Signature: _____ Date: _____

2. Read this section: Eligibility – Non-Credit tuition discount is available to full-time employees of Saint Mary's University only. Family members are not eligible for a non-credit tuition discount.

Work Related: A 100% discount will be granted to those employees who enroll at the request of the university, or who show cause and/or need for the course to improve their job skills.

Tax Information: The value of tuition discounts for "work-related" courses will not be included on the employees T4 slip.

I hereby agree that any tax receipt I receive for a course paid for by Saint Mary's University will not be used for income tax purposes.

Please initial here. _____

Non work-related: A tuition discount of 50% may be granted for a course deemed to be for personal use or "non-work-related". The employee must pay the remainder of the tuition to the Division of Continuing Education upon registration,

If you are a member of NSGEU, 60% maybe granted.

Employee of NSGEU: Yes No

Tax Form: Tuition discounts awarded to employees for "non work-related" courses are considered a taxable benefit to the employee. The employee's annual T4 slip will be adjusted to reflect the fair market value of the amount of the discount given during each calendar year. The tax receipt issued for the course may be used for income tax purposes.

4. Obtain Signature from Department Head or Chair

The above course is Work-Related Non Work-Related*

Approval by Department Head/Chair: _____

5. Obtain signature from People & Culture

Approval by People & Culture: _____

6. Return form to Executive Professional Development

*If the course is deemed "non-work-related", please include the remaining tuition (payable by cash, debit, cheque or credit card) along with this form upon course registration

Received _____ Tuition Balance paid \$ _____ (if applicable)

Office use: Expenditure Adjustment from Account _____ to _____