



Tuition Credit Program for StFX Employees

Instructions

This form is for eligible University employees to request participation in the Tuition Credit Program. In general, the cost of tuition is waived for all full-time employees eligible under this program. All other fees and textbooks remain the responsibility of the employee. Eligibility is determined by the Tuition Credit Policy (for Professional Staff) or the applicable Collective Agreement.

This is not a course selection form. All other procedures regarding registration apply. Additionally, if you have not been formally accepted for admission, you must apply and be admitted prior to submitting this form. Your request cannot be fully processed until you have been accepted for study in a program.

Even if the course(s) you request take place totally outside your regular working hours, your supervisor must acknowledge your request and indicate if the tuition waiver is a taxable benefit.

Please submit this form to Human Resources, 4th Floor, MacKinnon Hall. The deadline to submit this form is August 15 (Fall/Winter semesters) or April 30 (Spring/Summer semesters).

A. General Information

Last Name	First Name	Student ID Number
Employee Number	University Department	University Email

B. Course Information

Course Number	Course Name	Credits	Semester

C. Taxable Benefit and Courses within Working Hours (to be completed by your Manager or Dean)

Yes	No	
		This course benefits St. Francis Xavier University as an employer and is not considered a taxable benefit under current Canada Revenue Agency guidelines.
		Some or all of the schedule(s) for the courses will be conducted during normal working hours. The appropriate approval has been granted.

D. Approval Signatures

Employee	Date
Manager (staff) or Dean (StFX AUT)	Date
Human Resources	Date