

PROGRAM SUPPORT FUND APPLICATION

IMPORTANT: This application is applicable to Regular CUPE employees only.
Applications must be filed each semester and received no later than the second week of the semester.

EMPLOYEE MEMBER INFORMATION:

Last Name: _____ First Name: _____ Employee No: _____

Job Title: _____ Dept./Prog.: _____

COURSE INFORMATION:

Academic Year: _____

Name of Course: _____ Course Number: _____ Cost of Course: _____

Name of Course: _____ Course Number: _____ Cost of Course: _____

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I am aware that I am responsible to pay for all ancillary and withdrawal fees associated with attending UNBC. It is also my responsibility to advise the Controller's Office (in addition to the Registrar's Office) if I have withdrawn or fail to register for the above number of courses.

Student's Signature: _____ Date: _____

IMPORTANT:

If the course(s) you intend to register for require(s) that you receive release time from your normal working day, you and your supervisor must agree upon an arrangement to make up for time off. By signing below, your supervisor agrees to this arrangement.

Supervisor's Signature: _____ Date: _____

REQUIRED ON ALL TUITION WAIVER REQUEST FORMS:

Director of Human Resources: _____ Date: _____

The purpose of the Fund is to enable employees to access the program, which falls outside Article 44.01 of the Collective Agreement.

ELIGIBILITY:

- a) Selection: All regular employees will be eligible to access the Fund. Regular employees will have equal access to the Fund.
- b) Disbursement of Funds: The amount of money allocated will be evenly distributed to each applicant based on the amount of money in the fund that year, prorated by semester, but the amount allocated will not exceed the tuition cost incurred by each applicant. Payments will be made following the add/drop period has expired each semester.

Funds not used in any given year will be carried over in the fund and added to the next year's allotment.

Please return to Human Resources for processing once completed.