

EXEMPT MBA TUITION SUBSIDY APPLICATION FORM



Human Resources
3333 University Way, Prince George
BC V2N 4Z9

(Acceptance to the program required prior to application)

Section 1: Employee Information

Executive	Director	Exempt-Manager	Exempt-Staff	Office Phone Number	Home/Cell Phone Number
Employee ID Number	Last Name			First Name	
Department				Title	

Section 2: Request to Receive Tuition Subsidy

Program Campus Location	Employee Portion
Program Start Date	Program End/Convocation Date

Section 3: Return of Service Commitment

The University requires a twenty-four (24) month return of service commitment from the date of graduation for employees who receive tuition subsidy to the MBA Program. If an employee resigns from their position within twenty-four (24) months of graduation from the MBA Program the employee will reimburse the University for the employer cost of the MBA Program on the basis of 1/24th for each unserved month of employment within 10 days of resignation date.

I have read and agree to the Return of Service Agreement as outlined above and in the President's Leadership Initiative Program.

Employee's Signature

Date

Section 4: Leadership Support for President's Leadership Initiative

Immediate Supervisor

Name

Signature

Date

Director, Senior Leader, or Designate:

Name

Signature

Date

Section 5: Application Package Must Include:

Proof of acceptance to the MBA Program through the Office of the Registrar attached to application

Letter of Intent signed by immediate supervisor

Tuition Subsidy Application Form signed and approved by immediate supervisor and Director, Senior Leader, or designate

Return of Service Commitment (Section 4 of Tuition Subsidy Application Form) signed and dated

Submit complete Tuition Subsidy Application Package to Human Resources by April 1st, prior to the start of the MBA Program.

For Finance and Human Resources Use Only

Section 6: Eligibility Committee Approval

The Eligibility Committee has reviewed the employee's submitted application package. This application has been:

Approved

Denied

Committee Comments

Director, Human Resources

Name	Signature	Date
------	-----------	------

Vice-President (Finance)

Name	Signature	Date
------	-----------	------

Section 7: Final Process Steps

Return to Human Resources Department

Vice-President delivers results to applicants

Copy of Approved Tuition Subsidy Application Form to accountsreceivable@unbc.ca