

HELPFUL HINTS & INFORMATION REGARDING TUITION WAIVER APPLICATIONS

Please refer to the following for information regarding your application for a Tuition Waiver:

1. Deadline for applications is **4 weeks prior** to the semester start date.
2. **DO NOT WAIT** for the Add / Drop date to send in your application for waiver of tuition.
3. Incomplete applications will delay approval and processing of your request.
4. Ensure that both the employee and the student have signed as required.
5. Apply even if you are on a waiting list for a class.
6. The section that asks for the Year, refers to the calendar year (ie. 2015)
7. Employees please include the schedule of hours to be made up and your Supervisor's signature for approval if the course is during your work day.
8. Original forms are required; no emailed or faxed forms will be accepted.
9. Forms are available on the following link by scrolling down to the bottom of the page
<http://www.unbc.ca/human-resources/pay-information-forms>
10. Please review your Employee Group Agreement for specific information regarding tuition waivers.
<http://www.unbc.ca/human-resources/employee-agreements-handbooks>

Please feel free to contact the Human Resources department at benefits@unbc.ca if you have any questions or require assistance regarding your tuition waiver form.

Thank you,

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Human Resources Department
3333 University Way
Prince George, British Columbia | V2N 4Z9
PH (250) 960-5521 | FX (250) 960-5695

Online: www.unbc.ca/hr

