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| ***Instructions***1. **Complete the attached form** (i) Human Resources will contact Student Accounts for course registration/ tuition discount verification;(ii) Employee and student signature is required  (ii) Fall & winter term in same academic year to be completed on 1 form2. **Submit the form** to the Human Resources Department; Please send to the attention of Kathy Klein, Payroll & Benefits Administrator, Human Resources **Once approved Human Resources will forward a copy to:**(i) Student Accounts Office to authorize the discount; (ii) Employee – confirmation of successful application.**Inquiries & Questions**If you have any questions regarding **approval** of the Dependent Tuition Discount please contact Kathy Klein ext 1197 or email kathy.klein@acadiau.ca.**If an Employee resigns or is terminated for just cause from the University, standard registration fees will be charged on a pro rata basis.** |

**Application for Dependent Tuition Discount**

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| Employee Name      | Department      |
| Employment Status[ ]  Full Time [ ]  Part Time [ ]  Sessional [ ]  Other | Employee Group  [ ]  AUPAT [ ]  SEIU [ ]  AUFA [ ]  Other |
| Dependent Name (Student Name)       | Student Number       Degree  |
| Academic Term[ ]  Fall [ ]  Winter [ ]  Fall & Winter [ ]  Spring/Summer |
| Relationship to Employee      |  |
| **Student Signature**:  | Date signed      | **Employee Signature:** | Date signed      |

### Human Resources Department Authorization

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| **Amount of Discount Approved: $** |  |
| **HR Authorization Signature:** | **Date:**  |