

## Department of Human Resources Dependent Tuition Discount Application

### Instructions

1. **Complete the attached form**
  - (i) Ensure the dollar amount of tuition discount is indicated;
  - (ii) Employee and student signature is required
2. **Submit the form** to the Human Resources Department for approval.  
 Please send to the attention of Kerry Deveau, Human Resources Manager, Employee Benefits & Pension.

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 Kerry Deveau at ext 1148 or email [kerry.deveau@acadiau.ca](mailto:kerry.deveau@acadiau.ca).

Employees must apply for the dependent tuition discount benefit according to following timelines.

Academic Term	Application Submission
January – December (one calendar year)	December 1st
September - December	August 1st
January - April	December 1st
Spring Intersession	April 1st
Summer Intersession	June 1st

### **Application for Dependent Tuition Discount**

Employee Name		Department	
Employment Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal		Employee Group <input type="checkbox"/> AUPAT <input type="checkbox"/> SEIU <input type="checkbox"/> AUFA <input type="checkbox"/> Other	
Dependent Name (Student Name)		Student Number	Degree
Relationship to Employee:			
Academic Term Starts	Ends	Amount of Tuition Discount	
<b>Student Signature:</b>	Date signed	<b>Employee Signature:</b>	Date signed

### **Human Resources Department Authorization**

**Amount of Discount Approved:**

**Signature of Authorized HR Manager**

**Date:**