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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 form  2. **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](mailto: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:** |