|  |  |
| --- | --- |
| Name       | Position Title       |
| Appointment Date       | Department      |
| Employment Status[ ]  Full Time[ ]  Part Time [ ]  Sessional | Employee Group [ ]  AUPAT [ ]  SEIU [ ]  AUFA [ ]  Other |
| Amount of Tuition Discount       |
| Course Title       | Course #       Section #       |
| Date Course Starts       Ends       | Time Offered [ ]  Mon [ ]  Tue [ ]  Wed [ ]  Thu [ ]  FriTime of day       |

###### Credit Course Information

|  |
| --- |
| Is this course directly related to your present job duties and responsibilities? [ ]  Yes [ ]  No If no, then the discount is considered a taxable benefit. Please complete the section “Election to Recognize Tuition Taxable Benefit” below.  |
| If Yes, please describe how?       |
| How will you, your department, and Acadia directly benefit from your participation in this course?       |
| **I understand that personal study, class and examination preparation must be done on my own personal time and not during regular working hours.****Signature: Date:** **Student ID#**  |

### Department Authorization

|  |  |
| --- | --- |
| Is this course directly related to the employee’s job? [ ]  Yes  | **[ ]** No |
| A course directly related to the employee’s job which receives 100% discount and requested by the department head is considered job training; therefore, class time need not be made up | If this is a course which is non-job related, but is scheduled during working hours, what arrangements have been made for the employee to make up lost work time?      |
| **Signature of Department Head** | **Date**  |

###### For Personnel Services Use Only

|  |
| --- |
| Amount of Assistance approved [ ]  100% (job related) [ ]  50% (non-job related) [ ]  No discount |
| **Signature of Authorized HR Officer** | **Date:** |

**All applicants for discounts must have a valid Acadia Student Number. First time students must contact the Department of Admissions before registering. Staff Discounts are only available on tuition fees. Student fees & course materials are the responsibility of the employee. Correspondence courses and audits of regular courses are not eligible for staff discount.**

**If an Employee resigns or is terminated for just cause from the University, the employee, child, or spouse will be charged the standard registration fee on a pro rata basis.**

**Please refer to the Collective Agreement or Terms of Employment for the union/employee group to which you belong:**

* **SEIU – Article 31, Educational Assistance AUPAT – Index E-1, Educational Assistance**

**Election to Recognize Tuition Taxable Benefit**

50% Tuition Discounts are deemed Taxable Benefits by Canada Customs and Revenue Agency and therefore subject to Income Tax and Canada Pension deductions. Employees can:

1. Elect to recognize the taxable benefit over multiple pay periods or;
2. Pay the applicable payroll taxes on the last pay of the Academic term.

**If an employee leaves Acadia University mid-year, the outstanding payroll taxes owing on the taxable benefit will be applied to the employee’s final payroll**

|  |  |
| --- | --- |
| **Academic Term** | **Election for Multiple Pay Periods** |
| January – December (one calendar year) | December 1st (26 pay periods or 12 months) |
| September - December | August 1st (9 pay periods or 4 mos) |
| January – April | December 1st (9 pay periods or 4 mos) |
| Spring Intersession | April 1st (4 pay periods or 2 mos) |
| Summer Intersession | June 1st (4 pay periods or 2 mos) |

|  |
| --- |
| [ ]  Option 1: Recognize Tuition Benefit over the remaining pay periods of the Academic Term |
| **[ ]  Option 2: Recognize Estimated Annual cost of Tuition Benefit over the remaining pays in the calendar year (i.e. if taxable benefit is to be recognized over 26 pay periods for bi-weekly employees, or 12 months for faculty. Application for this option is to be made prior to January 1st of each calendar year).** |
| **[ ]  Option 3: Recognize the full amount of the Tuition Benefit on the final payroll of the Academic Term.** |
| **Employee Signature: Date:**  |

###### For Personnel Services Use Only

|  |
| --- |
| Amount of Assistance approved [ ]  100% (job related) [ ]  50% (non-job related) [ ]  No discount |
| **Signature of Authorized HR Officer** | **Date:**  |