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| --- | --- |
| 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  Fri  Time of day |

###### Credit Course Information

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| Is this course directly related to your present job duties and responsibilities?  Yes  NoIf 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

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| 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

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| 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**

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| **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) |

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| 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:** |

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