

## Department of Human Resources Application for Staff Tuition Discount on Acadia Credit Courses

Name	Position Title			
Appointment Date	Department			
Employment Status  Full Time  Part Time  Sessional	Employee Group			
Amount of Tuition Discount				
Course Title	Course # Section #			
Date Course Starts Ends	Time Offered 🗌 Mon 🗌 Tue 🗌 Wed 🛄 Thu 🛄 Fri			
	Time of day			
Credit Course	e Information			
Is this course directly related to your present job duties and responsibilities?				
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? Tyes	□ No			
A course directly related to the employee's job which receives 100% disco requested by the department head is considered job training; therefore, c need not be made up				
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.

Refer to the Acadia University Handbook of Administrative Procedures & Practices on staff discounts (index S-4) as well as any applicable collective agreement or terms of employment for the official statement and details of benefits.



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## **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 1 <sup>st</sup> (26 pay periods or 12 months)
September - December	August 1st (9 pay periods or 4 mos)
January — April	December 1 <sup>st</sup> (9 pay periods or 4 mos)
Spring Intersession	April 1st (4 pay periods or 2 mos)
Summer Intersession	June 1 <sup>st</sup> (4 pay periods or 2 mos)

<ul> <li>Option 1: Recognize Tuition Benefit over the remaining pay periods of the Academic Term</li> <li>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 1<sup>st</sup> of each calendar year).</li> </ul>		
Employee Signature:	Date:	
For Personnel Services Use Only		
Amount of Assistance approved 100% (iob related)	50% (non-iob related) No discount	

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