



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

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 st (26 pay periods or 12 months)
September - December	August 1 st (9 pay periods or 4 mos)
January – April	December 1 st (9 pay periods or 4 mos)
Spring Intersession	April 1 st (4 pay periods or 2 mos)
Summer Intersession	June 1 st (4 pay periods or 2 mos)

<input type="checkbox"/> Option 1: Recognize Tuition Benefit over the remaining pay periods of the Academic Term
<input type="checkbox"/> 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).
<input type="checkbox"/> 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 <input type="checkbox"/> 100% (job related) <input type="checkbox"/> 50% (non-job related) <input type="checkbox"/> No discount
Signature of Authorized HR Officer _____ Date: _____