



# APPLICATION FOR TUITION FEE WAIVER

## All Employees

**Important notice:**

- Application must be approved prior to registration.
- Fee Waiver registration will not be processed until 3 (three) days prior to course start date.
- Please note that termination of employment will cancel any active Tuition Waiver.
- Enter only ONE course per form.
- Only tuition amount is waived. Other fees will apply.
- Tuition waived by BCIT may be a taxable benefit as set by the Canada Revenue Agency.
- You must be an employee of the Institute when the course ends.

Section I Applicant Information			
Banner ID	SIN		
<b>A</b>			
Name			
Last	First	Initial	
Department	Phone	End date, if temporary	
<b>Credit courses:</b> I realize only tuition will be waived and other fees will apply. I also realize the value of the tuition waived may be a taxable benefit. I agree to follow and be bound by the provision of the BCIT policy and the terms of the collective agreement. I agree to pay all other fees associated with my registration and enrolment at the Institute.			
Applicant signature			
Date	Human Resources confirmation		

Section II Course Information <small>(one course per form)</small>	
Term starting date	Check one:    Fall (August 1 to December 31) <input type="radio"/> Winter (January 1 to March 31) <input type="radio"/> Spring (April 1 to July 31) <input type="radio"/> Year _____
Course reference No. (CRN)	(i.e. 12345)
Course name	(i.e. COMP 1234)
Course start date	
Date registered	

Section III <small>To be completed by the Manager for income tax purposes</small>	
Department authorization (required):	<input type="radio"/> job related
I am aware of this employee's intention to take this course and that this course is	<input type="radio"/> not job related
Manager's signature	

Once registered, Student Information and Enrolment Services will send second copy (yellow) to appropriate Part-time Studies department.

Should this course not be job related, the payment of the tuition by the Institute will be deemed to be a taxable employee benefit. This taxable benefit will be recorded on your pay stub and the necessary taxes will be deducted at that time.