



APPLICATION FOR TUITION FEE WAIVER

ALL EMPLOYEES

- IMPORTANT NOTICE:**
- Application must be approved by your Manager and HR before submitting it to Registration.
 - Pre-registration forfeits the use of this waiver.
 - Please submit your application 1 week prior to the course start date to ensure your application is processed in a timely manner.
 - Fee Waiver registration will not be processed until three (3) days prior to course start date.
 - Please note that termination of employment will cancel any active Tuition Waiver.
 - Enter only one course per form
 - You must be an employee with the Institute when the course ends.

Banner ID A	Name (Last, First & Middle Initial)	
Home Address		
Personal Email Address		Home Phone
Department		Contract End Date (If applicable)
Credit Courses: I realize only the tuition and ancillary fees will be waived and other fees may apply. I also realize the value of the tuition 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 enrollment at the institute.		
Citizenship/Language		Aboriginal Status
Status in Canada <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Diplomatic or Official Visa <input type="checkbox"/> Live-in Caregiver Work Permit <input type="checkbox"/> No Status in Canada <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Refugee Claimant <input type="checkbox"/> Refugee Status <input type="checkbox"/> Refugee Status with Study Permit <input type="checkbox"/> Study Permit <input type="checkbox"/> Visitor Status <input type="checkbox"/> Work Permit		Country of Citizenship Country of Birth Is English your primary language? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Do you identify yourself as an Aboriginal person? <input type="checkbox"/> Yes <input type="checkbox"/> No If you identify yourself as an Aboriginal person, are you (check all that apply): <input type="checkbox"/> First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit Please send me information on services available to Aboriginal students. <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant Signature		
HR Confirmation		

Course Information – Only One Course Per Form			
Term Starting Date	Check One: Fall (August 1 to December 31) <input type="checkbox"/> Winter (January 1 to March 31) <input type="checkbox"/> Spring (April 1 to July 31) <input type="checkbox"/>		
Course Reference Number (CRN)	(i.e. 12345)		
Course Name	(i.e. COMP 1234)		
Course Start Date	(i.e. May 1, 2022)		
Course Days and Times	Days (i.e. Thu)	Times (i.e. 18:30 – 21:30)	Is the course online? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Registered (to be completed by the Registration Office only)			
Department Authorization (required before bringing to Human Resources or Registration) Job Related <input type="checkbox"/> (Non-taxable) Not Job Related <input type="checkbox"/> (Taxable)			
Manager's Name and Signature			

Once registered the registration office will send you an email confirmation. Should the course be full or cancelled you will be notified.