



## Excluded Support Staff Employees Employee Tuition Scholarship Application Form

Eligible employees, their spouses, and their eligible dependents, may apply for a tuition scholarship. The applicant and the employee must meet the eligibility requirements on the first day of classes for the term in which the applicant is applying.

Each year, reimbursements will be processed in June for Fall/Winter courses and October for Spring/Summer courses. Scholarship values will be posted directly to the student account and refund cheques will be issued and mailed to the student.

**\*Annual submission deadlines are: June 1<sup>st</sup> for the previous Fall/Winter courses; October 1<sup>st</sup> for the previous Spring/Summer courses.**

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### **Eligibility**

#### **A. Tuition Scholarship for courses leading to an undergraduate degree**

An eligible employee shall be defined as someone who has successfully completed their probationary period and is:

- A full-time continuing employee; or
- A part-time continuing employee whose hours of work are fixed at 50% or more of the standard work week; or
- A full-time employee with a term appointment of two or more years; or
- A full-time, continuing sessional employee whose annual term of appointment is expected to last for a minimum of eight months.

An eligible spouse is a spouse or common-law spouse as declared by an eligible employee for other University benefit purposes.

An eligible dependent shall be a natural child, legally adopted child, stepchild, or a child of a common-law spouse provided such a child is living with you, and is:

- Unmarried and under the age of 21 and dependent on employee for support; or
- Unmarried and under the age of 25 and a full-time\* student of The University of Winnipeg.

The age restrictions do not apply to a physically or mentally incapacitated child.

Have achieved a grade of 2.00 (C) or better

Completed credit courses at The University of Winnipeg towards a first undergraduate degree. A University of Winnipeg Bachelor of Education degree shall be considered as a first undergraduate degree.

Have not exceeded the minimum number of credit hours required to complete a degree:

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|--|------------------|
| - General Degree (3 Year)              | 90 credit hours  |
| - Honours or 4 Year Degree             | 120 credit hours |
| - Bachelor of Education (after degree) | 60 credit hours  |
| - Bachelor of Education (integrated)   | 150 credit hours |

#### **B. Supplementary Tuition Scholarship Benefits**

Supplementary tuition scholarship benefits, equivalent in amount to the regular tuition scholarship benefit, are provided to eligible employees only, as defined in C91h)a b/F2 9 T G[C9.e)-3(d)-3(i)--ard behi fhied to

**STUDENT DETAILS**

Student Name			
UofW Student Number			
Social Insurance Number			
Date of Birth (dd/mm/yyyy)			
Registration Status	<input type="radio"/> Full-Time*	<input type="radio"/> Part-Time	
Academic Session	<input type="radio"/> Fall/Winter	<input type="radio"/> Spring/Summer	
Degree Program	<input type="radio"/> 3 Year	<input type="radio"/> 4 Year	<input type="radio"/> Honours
	<input type="radio"/> Education (after degree)	<input type="radio"/> Education (integrated)	<input type="radio"/>
Relationship to Employee	<input type="radio"/> Self	<input type="radio"/> Spouse	<input type="radio"/> Dependent
Marital Status if a dependent	<input type="radio"/> Single	<input type="radio"/> Married/Common-Law	
Are you at a reduced course-load and registered with Accessibility Services	<input type="radio"/> Yes	<input type="radio"/> No	

\*Full-time status is defined as at least 9 credit hours **per Term**.

Students who are registered with Accessibility Services at The University of Winnipeg for a reduced course load accommodation are considered full-time if they are registered in at least 6 credit hours **per Term**.

**DECLARATION AND CONSENT**

*I hereby declare that all the information on this application is complete and true in every respect. I understand that my personal information and, if applicable, personal health information is collected under 36(1)(b) of the Freedom of Information and Protection of Privacy Act and in accordance with the Personal Health Information Act for the purpose of confirming applicant eligibility and administering the Employee Tuition Scholarship. If I have indicated that I am at a reduced course-load and registered with Accessibility Services, I authorize Accessibility Services to disclose this information to the Awards and Financial Aid Office for the purpose of confirming my full-time*