

TUITION ASSISTANCE PROGRAM - APPLICATION FORM

Please complete this form, attach a copy of the course description, obtain necessary approvals, and submit it to HR Services. You will be notified promptly of the status of your application. Payment will be made upon completion of approved course with proof of successful completion and submission of an itemized receipt.

A. PERSONAL INFORMATION			
NAME:	STATUS: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ADMINISTRATION	FACULTY	SUPPORT STAFF
POSITION:	DEPARTMENT:		
MANAGER:	CAMPUS:		
E-MAIL:	PHONE:		
B. COURSE/PROGRAM INFORMATION			
EDUCATIONAL INSTITUTION:			
COURSE NAME:		START DATE:	
TUITION FEE:		END DATE:	
ARE YOU PURSUING A DIPLOMA, DEGREE OR DOCTORATE PROGRAM:		IF YES PLEASE PROVIDE NAME OF THE PROGRAM:	
<input type="checkbox"/> YES <input type="checkbox"/> NO		ESTIMATED DATE OF PROGRAM COMPLETION:	
HOW WILL THIS COURSE HELP IN YOUR PRESENT POSITION OR FUTURE CAREER PATH WITHIN HUMBER COLLEGE?			
By signing below, I understand and agree to the following: that I have been employed with Humber College for at least 6 months, and that if I terminate my employment before the completion of the approved course, either voluntarily or involuntarily, I may be responsible for reimbursing Humber College in full for the amount approved under this application. I further understand that reimbursement is not guaranteed until all appropriate signatures have been obtained, and I have been officially notified by HR Services that I have been approved for reimbursement.			
APPLICANT SIGNATURE:		DATE:	
MANAGER SIGNATURE:		DATE:	
L&D MANAGER SIGNATURE:		DATE:	
C. LEARNING & DEVELOPMENT DEPARTMENT USE			
APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO			
COMMENTS:			

APPROVED APPLICATION WILL BE PROCESSED WITH THE FOLLOWING DOCUMENTATION:

COURSE DESCRIPTION PROOF OF PAYMENT PASSING GRADE/MARKS - SUBMIT TO HR SERVICES ROOM B304, TO THE ATTENTION OF MAUREEN MARTIN-EDEY maureen.martin-edey@humber.ca,

THANK YOU!

