

The UNIVERSITY of WESTERN ONTARIO
**Application for Educational Assistance
 For University Librarians and Archivists**

Name: _____ UWOID# _____
 On Campus Ext.&Address _____ SIN #: _____
 Course Title: _____ Course Number: _____
 This course is part of a: Degree Diploma Certificate
 Other

Educational Institutions: _____ Student #(if UWO): _____
 Course Duration: _____ Tuition: _____

Services Needed (please indicate one)

Approval	Reimbursement	Tuition Advance (UWO courses only)
I am planning to take this course. Is it covered under the Employment Assistance Article?	I am seeking a reimbursement for this course. I have attached my grade report and fee bill and/or receipt and certificate of attendance (if non-credit course).	I am applying for a Tuition Advance. A copy of the fee bill MUST BE ATTACHED.

I have read and fully understood the terms and conditions of accepting Tuition Advance(s) in accordance with the *Educational Assistance* Article in the Librarians/Archivists Collective Agreement.

Member Signature: _____ Date: _____
 University Librarian/Dean Signature: _____ Date: _____

*Approval must be returned to member within 10 working days.
 Member to submit to Human Resources - Support Services Building, Room 5100*

FOR HR OFFICE USE ONLY:

Access _____ Card _____ Course _____ Date Processed: _____
 Ref. No. _____ Amount Owing _____ Amount approved _____

FOR UWO CREDIT COURSES ONLY: To Office of the Registrar SLB 190
 Student Number: _____ Student Name: _____

Please debit the tuition fee of \$ _____ to the Educational Assistance Account for the above student. The student is responsible for the Activity/Ancillary Fees, Supplementary Fees and all other non-tuition fee. If the student drops or withdraws from the course, any refund should be credited back to the Educational Assistance Account. Thank you.

Ref. No. _____ Course Title/Course Number: _____
 Prepared By: _____ Approved By: _____ Date: _____

EDUCATION ASSISTANCE

- 1.** The Educational Assistance Plan encourages career development by providing financial assistance to Members who pursue additional education and qualifications.
- 2.** All Members, with Probationary or Continuing Appointment, including Members granted Education Leave, are eligible to apply for Education Assistance.
 - 2.1** Education Assistance is available to those Members who have an active Appointment at the beginning and completion of the course.
 - 2.1.1** Course completion date is the last day classes are held or the exam date, whichever is later.
 - 2.2.** The courses(s) must be related to the present work duties or anticipated career plan for the individual within the University. A course is defined as a series of academic lectures which culminates in an examination and/or grade being awarded. The education must be primarily of benefit to the University.
- 3.** Subject to Clauses 2, 2.1, 2.2, 4 and 5 of this Article, the Employer shall reimburse Members for the tuition fee of any course taken at The University of Western Ontario or at another accredited post-secondary educational institution, upon successful completion of the course.
- 4.** Tuition fees eligible for payment do not include any supplementary expenses or fees, ancillary fees, program specific fees or other supplemental expenses such as books, lab fees or activity fees, etc.
- 5.** The maximum reimbursement for any Member shall be \$4,000 per Fiscal Year.
- 6.** Subject to Clause 5 above, the Employer shall pay in advance the tuition fees of any courses taken at The University of Western Ontario by Members who have successfully completed a course for credit at The University of Western Ontario.
- 7.** Should a Member resign, retire or be terminated for just cause within one (1) year of the end of the course, or should the Member not successfully complete the course, the Member shall be liable for the tuition of the course. At the Employer's discretion, repayment may be made by payroll deduction.
- 8.** Application for Education Assistance shall be made to the University Librarian or Dean on the application form provided, at least one (1) month in advance of the commencement of the course. Applications will be responded to within ten (10) working days. Once the course has been completed, proof of successful completion and the tuition fee receipt must be submitted to the University Librarian or Dean for reimbursement.
- 9.** This benefit will be treated as tax exempt under the conditions of this Article; however, the Member accepts responsibility for any subsequent adverse determination by CRA.
- 10.** If a course is to be taken during normal working hours, the University Librarian or Dean shall consult with the Member's immediate supervisor regarding the Member's working schedule.
- 11.** The University Librarian or Dean may request that a Member take certain courses of study or seminars which would be advantageous to both the Member and the Employer. If the Member agrees to take such a course, seminar or workshop, the Employer shall bear the full cost and the Member shall have sufficient time away from his or her responsibilities to pursue the course.