

## **PROCEDURE FOR POLICY 6.7 – Educational Assistance**

### **1. Procedures for Requesting and Obtaining Educational Assistance**

Applications for Educational Assistance are available at  
[http://www.uwo.ca/hr/form\\_doc/benefits/form/eaform.pdf](http://www.uwo.ca/hr/form_doc/benefits/form/eaform.pdf)

### **2. Tuition Advance Payments, Course Preauthorization and Tuition Reimbursement**

Staff members may seek reimbursement once a course is completed, or, in some cases, receive tuition funding in advance of taking a course.

- (a) Tuition Advance Payments/Course Preauthorization
  - (i) Once a staff member has completed a credit course at Western under the Educational Assistance Policy, he/she is eligible to have the tuition for all future Western credit courses (including graduate) paid in advance by the university, subject to all other requirements of the policy being met. In order to have tuition paid in advance, the appropriate form and documentation supporting the tuition costs must be submitted to Human Resources.
  - (ii) Advance payments for Western credit courses may be made directly to the Office of the Registrar on behalf of the staff member.
  - (iii) If a staff member is uncertain whether any course is eligible for reimbursement under the Educational Assistance Policy, he/she may submit a pre-authorization request to Human Resources.
  - (iv) Proof of successful completion of a course must be forwarded to Human Resources. Should the staff member not successfully complete the course or program, any advance funding must be paid back to the university in a format and timeframe agreed between the staff member and Human Resources.

### **3. Reimbursement Upon Completion**

For courses which are not funded in advance, the completed application with tuition fee receipt and proof of successful completion of the course must be forwarded to Human Resources for reimbursement. Reimbursement for a course will be paid directly to the staff member.

### **4. Courses Scheduled During Work Hours**

For courses scheduled during regular working hours, the Dean/Budget Unit Head may establish alternate working arrangements, according to the operational needs and requirements of the unit, to accommodate the staff member taking the course.