



# APPLICATION FOR TUITION FEE WAIVER

## ALL EMPLOYEES

- IMPORTANT NOTICE:**
- Application must be approved by your Manager and HR before submitting it to Registration.
  - Do not register online.
  - 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.

<b>Banner ID</b> A	<b>Name (Last, First &amp; Middle Initial)</b>		
<b>Home Address</b>			
<b>Personal Email Address</b>		<b>Home Phone</b>	
<b>Department</b>		<b>Contract End Date (If applicable)</b>	
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.			
<b>Citizenship/Language</b>		<b>Aboriginal Status</b>	
<b>Status in Canada</b> <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		<b>Country of Citizenship</b>  <b>Country of Birth</b>  <b>Is English your primary language?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you identify yourself as an Aboriginal person?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If you identify yourself as an Aboriginal person, are you (check all that apply):</b> <input type="checkbox"/> First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit  <b>Please send me information on services available to Aboriginal students.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Applicant Signature</b>			
<b>HR Confirmation</b>			

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

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

Revised April 2022