

# Western University

## Application for Educational Assistance



- Please check your employee group's collective agreement or policies to confirm eligibility.
- Forward the completed form to Human Resources, Support Services Building, Room 5100.
- Call 519-661-2194 (ext. 82194) for inquiries.

Name: _____ Faculty/Dept: _____ <small>(Department name and campus mailing address)</small> Course title: _____ This course is part of : <input type="checkbox"/> Undergraduate Program <input type="checkbox"/> Graduate Program <input type="checkbox"/> Diploma (College) <input type="checkbox"/> Certificate <input type="checkbox"/> Other _____ Educational institution: <input type="checkbox"/> Western University <input type="checkbox"/> Brescia College <input type="checkbox"/> Kings College <input type="checkbox"/> Huron College <input type="checkbox"/> Other _____ Course duration: From _____, 201__ To _____, 201__	Western ID # _____ Student # _____ <small>(if Western student)</small> Course # _____ Extension # _____ Amount requested: _____ <small>(include only tuition fees)</small>
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**Services Needed** (Please check one)

<p><b>Approval</b> <input type="checkbox"/></p> <p>Check this option if you are planning to take a course and want to know if the course is covered under Educational Assistance.</p> <p>Please include:</p> <p><input type="checkbox"/> Documentation describing the course (syllabus, course content, or similar).</p>	<p><b>Reimbursement</b> <input type="checkbox"/></p> <p>Check this option if you are requesting reimbursement for a COMPLETED course.</p> <p>Please include:</p> <p><input type="checkbox"/> Proof of payment (invoice for fees and/or receipt).</p> <p><input type="checkbox"/> Grade report and/or certificate of attendance (if non-credit course).</p>	<p><b>Tuition Advance</b> <input type="checkbox"/></p> <p>Check this option if you are requesting advance funding for a course. Tuition Advance ONLY applies for Western courses.</p> <p>Please include:</p> <p><input type="checkbox"/> Tuition Advance Policy signed (page 2 of this form).</p> <p><input type="checkbox"/> Copy of the invoice for fees.</p>
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I have read and fully understood the terms and conditions of accepting Tuition Advance(s) printed on the reverse side of this application.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Western University**  
**Application for Educational Assistance**



**Tuition Advance Policy**

1. Financial support will be provided by means of a Tuition Advance for credit courses at Western, **ONLY** if an initial course has been successfully completed in accordance with the Educational Assistance Policy (except for UWOSA members as per Article 22.08 in UWOSA Collective Agreement) and a copy of the invoice for fees is included with the application.
2. Members of UWOSA who experience financial hardship as a result of the requirement to pay tuition in advance may make application for an advance for non-Western and non-credit courses.
3. You agree to provide evidence of successful completion of courses taken at Western or otherwise, to Human Resources as soon as this evidence is available.
4. If the course(s) is/are dropped/withdrawn/failed, you should contact Human Resources to arrange repayment of the money advanced to you. If your employment is terminated prior to completion of the course, please contact Human Resources (519-661-3783) to arrange the return of your Tuition Advance. (Cheque should be made payable to Western University and sent to Human Resources in SSB 5100).
5. You agree, as one of the conditions for receiving the Tuition Advance, that this agreement constitutes your written authorization for the University to deduct any such outstanding monies through payroll deduction (maximum \$200 per month) and/or from any monies owing to you upon termination of your employment.
6. No further advances/reimbursements will be issued if there is any outstanding amount owing.

Signature \_\_\_\_\_

Date \_\_\_\_\_