



Tuition Assistance Application Form Regular employees' immediate family member

Tuition assistance may be available to regular employees of the university, and their immediate family members as defined: spouse, child, step-child, and parents, subject to the university's capacity to fund this initiative, space availability that does not displace a fee paying student and with the approval of the employee's Executive member.

Employee Name:		Employee #:	
Family members name: (First, middle, last)			
Relationship:	Spouse	Child	Step-child
	Parent		

Program Name:			
Program Start Date:		Program End Date:	
Program Tuition:			

Tuition Assistance payment details:

By signing this form in the space below, I (the family member) agree that any tuition support provided to me by Royal Roads University involves a 50% waiver of actual program tuition payable to RRU only for the Royal Roads University program specified above, and does not include a waiver or reduction in other program or student fees or expenses (e.g. books or other materials) related to my studies. The waiver will be applied to each tuition payment at the time payment is required.

For process details regarding tuition refund due to a withdrawal from a program, please refer to the student [Tuition Refund Policy](#), recognizing the family member may be responsible for reimbursement of tuition payback to RRU in these cases. If the withdrawal from the program is due to a leave of absence the employee, on behalf of their immediate family member, will not be required to obtain re-approval for assistance, but admission into the program will be based upon space availability.

When required to repeat a course the family member will be responsible for 100% of the tuition fees.

Appeals

Appeals to the Tuition Assistance policy and its procedures may be made to the Human Resources Governance Committee via Human Resources.

Tuition Assistance is only granted to an immediate family while the regular employee is employed by RRU. All program fees will return to full program cost, without any subsidy, upon the employee's voluntary or involuntary departure from RRU.

Employee Signature:		Date:	
Family member Signature:		Date:	

Executive Member:

Name:		Date:	
Signature:			

Note: *If Tuition Assistance funding is granted, 50% of the program fee will be paid by the employee's immediate family member and the remaining 50% will be charged to HR Corporate (61320-120010).*

Forward completed form to *Human Resources* for final approvals