



Tuition Assistance Application Form

Tuition assistance may be available to staff (regular employees, Faculty, CUPE) 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.

Applications for tuition assistance must be made before you apply to the course or program.

Employee Name:		Employee #:	
Current Position:			

Program Name:			
Program Start Date:		Program End Date:	
Residency timeframe (if applicable):			
Vacation usage during Residency (50% employee/ 50% RRU):	From employee's allotment:		
	RRU Coverage:		
On-Campus accommodation requested for residency (Dorm room cost covered by policy based on space availability):	Yes	No	
Program Tuition:			

A personal statement describing the applicability of the course or credential to your annual Professional Development Plan (PDP) and the specific relevance to your role must be submitted with this form.

Personal Statement - Describe the benefits to be gained by participating in this program:

(250 words maximum)

Manager’s Endorsement – Why would this program be beneficial to your employee? Please indicate which level, on the priority scale below, best represents the impact of this professional development.

(250 words maximum)

PRIORITY SCALE	
1 – Essential	Critical to Role Profile/PDP outcomes – outcomes cannot be achieved without learning
2 – Required	Necessary to Role Profile/PDP outcomes – will improve efficiency, outcomes, probability of success
3 – Asset	Will improve current job-related skills/competencies
4 – Enrichment	Will improve future job related skills/competencies

Tuition Assistance payment details:

By signing this form in the space below, I agree that any tuition support provided to me by Royal Roads University involves a 75% 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.

Repayment of the amount of waived tuition will be required on a pro-rated basis if the employee resigns from employment at the university within a specified time period following the completion of the program. This time period is determined by the length of the program (i.e. a two year program equals a two year service payback requirement) and the repayment requirement will be reduced accordingly for each month worked following the completion of the program. If an employee resigns before completing their program they will be responsible for repaying all waived tuition assistance to RRU.

For process details regarding tuition refund due to a withdrawal from a program, please refer to the student [Tuition Refund Policy](#), recognizing the employee 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 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 employee 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.

Employee Signature:		Date:	
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Recommending Manager:

Name:				Date:			
Approved:			Denied:			Deferred:	
Signature:							

Executive Member:

Name:				Date:			
Approved:			Denied:			Deferred:	
Signature:							

Note: If Tuition Assistance funding is granted, 25% of the program fee will be paid by the employee and the remaining 75% will be charged to HR Corporate (61320-120010).

Forward VP endorsed form to *Human Resources* for final approvals