



### Faculty, Admin, and CUPE Tuition Waiver Instructions

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1. Faculty/admin/CUPE members and their dependents can apply for a tuition waiver by completing the tuition waiver form available at Admissions and Records, Finance, Human Resources, and on-line at <http://www.tru.ca/finance/forms.html>.
2. The tuition waiver applies only to the tuition portion of the fees. It does not cover miscellaneous fees such as textbooks, administration fees, technology fees, etc.
3. Faculty/admin/CUPE members and their dependents must register for courses during registration in the same order as other fee-paying students. **Completed tuition waiver applications must be forwarded to the Human Resources Department.**
4. Faculty/admin/CUPE members and/or their dependents must pay course fees according to the fee paying guidelines of TRU. (ie: the last day of August for the Fall term; the last day of November for the Winter term).
5. Tuition waiver applications will be accepted for all credit non-cost recovery courses. Graduate, Continuing Studies, cost recovery, and Open Learning courses are not eligible for tuition waiver.
6. **Tuition waiver applications will be reviewed after the last day of the add/drop period for each semester. Any tuition waiver applications received in Human Resources after the last add/drop date of each semester will be considered LATE and may not be processed until the following semester.**
7. The day after the add/drop date will be the official date used for tuition waiver confirmation. If a wait list exists, the waiver will not be processed. If a wait list does not exist, tuition waiver is eligible for approval.
8. The Human Resources Department confirms that the applicants meet the criteria of faculty/admin/CUPE member and/or dependent. The Registrar's office confirms course enrolment. The Treasury Analyst, Finance Division, processes the tuition waivers.
9. Refunds are firstly applied to any balance due and owing on the student's account. The remaining refund is then sent directly to the registered student, not to the faculty/admin/CUPE member (unless they are the registered student).
10. Faculty/admin/CUPE members and/or their dependents are unable to drop courses for a full refund after they have been notified that the fee is not eligible to be waived, as the add/drop period has passed.
11. Tuition waiver applications will not be processed if already refunded through other means (ie: scholarships, PD funds, etc).
12. For more information on tuition waivers, please refer to your Collective Agreement or Working Conditions document.



**THOMPSON RIVERS  
UNIVERSITY**

**FACULTY/ADMIN/CUPE TUITION WAIVER  
Application**

Please identify below whether you are a Faculty, Admin or CUPE member:

Faculty

Admin

CUPE

**PLEASE SUBMIT COMPLETED APPLICATION TO HUMAN RESOURCES**

Faculty/admin/CUPE members and their dependents are eligible to apply for tuition waivers for credit courses. Graduate, Continuing Studies, Cost Recovery, and Open Learning courses are not eligible for tuition waiver. In all cases, fee-paying students will be given first priority. Tuition waivers will only be eligible for approval when there are no wait lists as of the last add/drop date (10 days after the start of the semester).

All course fees are payable by the student according to the fee paying guidelines of TRU. Any portion of the tuition that meets the eligible requirements for waiver will be reimbursed directly to the student upon confirmation of eligibility.

Applicant's Name: _____
Applicant's Relationship to Employee: _____
Student Number: _____ Student's Social Insurance No: _____
Applicant's Birthdate: _____ Semester: _____ e.g. 09/WI
Program: _____
Applicant's Signature: _____
Faculty/Admin/CUPE Member (please circle):
Name: _____
Signature: _____
Date: _____
<i>The tuition waiver for dependents is a taxable benefit to the dependent.</i>

*HR Assistant initial – dependent approval*

*HR Department:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Registrar Office:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Finance Department:* \_\_\_\_\_ *Date:* \_\_\_\_\_