

THE DEADLINE FOR APPLICATION IS SEPTEMBER 1, 2019.

SECTION A: TUITION BENEFIT FUND APPLICANT ELIGIBILITY

Faculty Association Members, partners and dependent children of members taking credit courses/programs at UVic (both graduate and undergraduate). Dependent child is defined as a person 25 years or younger as of December 31 2019 who is a child of the member or of their partner. Members with full and part-time appointments have equal access to tuition benefits.*

For general information about this form, and for more details on the *Tuition Benefit Fund Interim Terms of Reference*, please refer to pages 4 and 5.

The university administration has advised us that since this is the transition year for this new program, **the tuition benefit funds awarded may not be credited to the student's account until after September 30th**. Further information will be provided when available.

**Members, partners and dependent children whose tuition is fully covered by scholarships, bursaries and/or grants are not eligible to receive support from the Tuition Benefit Fund. Members, partners and dependent children whose tuition is partly covered are eligible to receive partial support from the Tuition Benefit Fund.*

SECTION B: TO BE COMPLETED BY FACULTY/LIBRARIAN MEMBER

GENERAL INFORMATION

First Name		Last Name	
UVIC ID #	V00	Department/ School	

SECTION C: TO BE COMPLETED BY STUDENT

GENERAL INFORMATION

First Name		Last Name	
UVIC ID #	V00	Relationship to Faculty/Librarian Member	<input type="checkbox"/> I am Faculty/Librarian Member <input type="checkbox"/> Partner <input type="checkbox"/> Dependent child
If Child applicant, age on December 31, 2019			
Mailing Address		Residential Address	
Street		Street	
City		City	
Province	Postal Code	Province	Postal Code

Application deadline is September 1, 2019. Please send completed applications to uvicfa@uvic.ca.



Tuition Benefit Fund Application

September 1, 2019 – August 30, 2020

COURSE INFORMATION

<p>Purpose (Complete only if you are both the Faculty/Librarian Member and the Student) (For income tax purposes) (Please select one)</p>	<input type="checkbox"/> Specific employment-related training <input type="checkbox"/> General employment-related training <input type="checkbox"/> Personal interest training	<p>Degree level</p>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Other (please describe) <input type="text"/> <input type="text"/>
<p>Program (If applicable)</p>		<p>Faculty</p>	
<p>Currently registered?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Anticipated start date</p>	
<p>Academic terms included in this Tuition Benefit Fund application (Please select all that apply)</p>	<input type="checkbox"/> Fall 2019 <input type="checkbox"/> Winter 2020 <input type="checkbox"/> Summer 2020 <input type="checkbox"/> Other (please state) <input type="text"/> <input type="text"/>	<p>Number of credit courses for which Tuition Benefit Fund support is requested (Across all Academic Terms included in this application)</p>	

OTHER FINANCIAL AWARDS INFORMATION

<p>Other financial awards (Scholarships; bursaries; grants received)</p>	<input type="checkbox"/> Scholarships <input type="checkbox"/> Bursaries <input type="checkbox"/> Grants <input type="checkbox"/> Other (please describe) <input type="text"/> <input type="text"/>	<p>Amount of other financial awards</p>	<p>Scholarships \$ <input type="text"/></p> <p>Bursaries \$ <input type="text"/></p> <p>Grants \$ <input type="text"/></p> <p>Other \$ <input type="text"/></p>
<p><i>Member, partner and dependent children whose tuition is fully covered by scholarships, bursaries and/or grants are not eligible to receive support from the Tuition Benefit Fund. Member, partner and dependent children whose tuition is partly covered are eligible to receive partial support from the Tuition Benefit Fund.</i></p>			

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TUITION BENEFIT FUND REQUEST INFORMATION

UNDERGRADUATE STUDENTS – Please complete this section	
<p>Please indicate how much tuition benefit you are requesting in this application.</p> <p><i>*The maximum that can be requested is \$5700 per Academic Year, and cannot include ancillary fees.</i></p>	<p>Number of courses to be taken between September 2019 and August 2020:</p> <input type="text"/>
	<p>At (cost per course)</p> <p>\$ <input type="text"/></p> <p><i>Please apply for the total amount of all of your tuition costs for the Academic Year here.</i></p>
	<p>Total amount requested*</p> <p>\$ <input type="text"/></p>
GRADUATE STUDENTS – Please complete this section	
<p>Please indicate how much tuition benefit you are requesting in this application.</p> <p><i>*The maximum that can be requested is \$5700 per Academic Year, and cannot include ancillary fees.</i></p>	<p>Number of terms of graduate study between September 2019 and August 2020:</p> <input type="text"/>
	<p>At (cost per Term)</p> <p>\$ <input type="text"/></p> <p><i>Please apply for the total amount of all of your tuition costs for the Academic Year here.</i></p>
	<p>Total amount requested*</p> <p>\$ <input type="text"/></p>

CERTIFICATION

I hereby certify that I have read and that I and my family member (partner or child) meet the terms and conditions in the Faculty Association's *Tuition Benefit Fund Interim Terms of Reference*. I understand that the amount of the Tuition Benefit Fund awarded to the applicant is dependent on the total number of applications received. I understand that the amount of the Tuition Benefit Fund awarded will be reduced by any other financial awards declared by the student. I understand that the maximum yearly amount that can be awarded to each eligible student applicant is \$5,700. I further understand that any support from the Tuition Benefit Fund received by the student may be deemed taxable as per the Canada Revenue Agency.

Faculty/Librarian Member Signature _____ Date

Application deadline is September 1, 2019. Please send completed applications to uvicfa@uvic.ca.

SECTION D: PRIVACY STATEMENT

The University of Victoria Faculty Association respects our Members' privacy and is committed to protecting confidentiality through sound and secure practices.

Any personal information you do provide on this form is managed according to the *British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA)*, and will be used for the administration of the Tuition Benefit Fund only, and will only be shared, as necessary, with the University of Victoria's administration for the purpose of applying Tuition Benefit Fund granted to the student. If you have questions regarding *Freedom of Information or Protection of Privacy*, please email uvicfa@uvic.ca or call 250-721-7208. The Office of the General Manager coordinates all formal FOI requests for the University of Victoria Faculty Association.

SECTION E: TUITION BENEFIT FUND – INTERIM TERMS OF REFERENCE

1.0 Interim Terms of Reference - Adopted at Council on July 11, 2019. In effect until December 31, 2019.

- 1.1 The call for applications will be August 1st.
- 1.2 The Deadline for Application will be September 1, 2019.
- 1.3 Applicants will be informed as to the amount they will receive in tuition benefits before September 30th.
- 1.4 The full amount (\$200,000) will be made available for award each year.
- 1.5 The amount of each award will be dependent on the total number of applications.
- 1.6 The maximum yearly amount that can be allocated to each recipient is the cost of a full undergraduate course load (5 course per term for two terms) in Humanities, Social Sciences and Science for domestic students (currently approximately \$5,700). The fund will not pay for ancillary fees.
- 1.7 Each recipient will be eligible for a maximum of four years of tuition benefit, which can be applied to either undergraduate and/or graduate tuition fees.
- 1.8 Any unallocated funds from one year will be added to the following year's available Tuition Benefit Fund.
- 1.9 Eligible recipients include: Members, and Member dependent children and partners taking credit courses at UVic.
 - 1.9.1 Subject to research on CRA and legal obligations, a dependent child is restricted to being 25 years of age or younger to be eligible.
 - 1.9.2 Members with full and part-time appointments will have equal access to tuition benefits.
- 1.10 All awards are considered a taxable benefit.

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SECTION F: GENERAL INFORMATION

1.0 General Information

- 1.1 The Association's *Tuition Benefit Fund Interim Terms of Reference* are applicable in the first year of the 2019-2022 Collective Agreement only.
- 1.2 A more detailed Terms of Reference will be developed by the Association for consideration and approval by Council prior to the Spring 2020 Annual General Meeting.
- 1.3 Dependent child is defined as a person 25 years or younger as of December 31 2019, and who is a child of the member or of their partner.
- 1.4 The Tuition Benefit Fund will be awarded by the Association and administered by the University.
- 1.5 Incomplete and late applications will not be processed.

SECTION G: UVICFA ONLY

VERIFICATION OF ELIGIBILITY

Verified by		Date application received	
Amount of Tuition Benefit requested		Amount of Tuition Benefit awarded	
Variance		Reason for variance	
Member/Student notification date		Award transfer date	

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