

The UNIVERSITY of WESTERN ONTARIO  
Application for Educational Assistance  
For University Librarians and Archivists

Name:

UWOID#

On Campus Ext.&Address

SIN #:

Course Title:

Course Number:

This course is part of a:

Degree  
Other

Diploma

Certificate

Educational Institutions:

Student #(if UWO):

Course Duration:

Tuition:

Services Needed (please indicate one)

Approval

Reimbursement

Tuition Advance (UWO courses  
only)

I am planning to take this  
course. Is it covered under the  
Employment Assistance  
Article?

I am seeking a reimbursement  
for this course. I have  
attached my grade report and  
fee bill and/or receipt and  
certificate of attendance (if  
non-credit course).

I am applying for a Transcript report and

## EDUCATION ASSISTANCE

1. The Educational Assistance Plan encourages career development by providing financial assistance to Members who pursue additional education and qualifications.

2. All Members, with Probationary or Continuing Appointment, including Members granted Education Leave, are eligible to apply for Education Assistance

2.1 Education Assistance is available to those Members who have an active Appointment at the beginning and completion of the course.

2.1.1 Course completion date is the last day classes are held or the exam date, whichever is later.

2.2. The courses(s) must be related to the present work duties or anticipated career plan for the individual within the University. A course is defined as a series of academic lectures which culminates in an examination and/or grade being awarded. The education must be primarily of benefit to the University.

Subject to Clauses 2, 2.1, 2.2, 4 and 5 of this Article, the Employer shall reimburse Members for the tuition fee of any course taken at The University of Western Ontario or at another accredited post-secondary educational institution, upon successful completion of the course.

Tuition fees eligible for payment do not include any supplementary expenses or fees, ancillary fees, program specific fees or other supplemental expenses such as books, lab fees or activity fees, etc.

The maximum reimbursement for any Member shall be \$4,000 per Fiscal Year.

Subject to Clause 5 above, the Employer shall pay in advance the tuition fees of any courses taken at The University of Western Ontario by Members who have successfully completed a course for credit at The University of Western Ontario.

Should a Member resign, retire or be terminated for just cause within one (1) year of the end of the course, or should the Member not successfully complete the course, the Member shall be liable for the tuition of the course.

Application for Education Assistance shall be made to the University Librarian or Dean on the application form provided, at least one (1) month in advance of the commencement of the course. Applications will be responded to within ten (10) working days. Once the course has been completed, proof of successful completion and the tuition fee receipt must be submitted to the University Librarian or Dean for reimbursement.

This benefit will be treated as tax exempt under the conditions of this Article; however, the Member accepts responsibility for any subsequent adverse determination by CRA.

If a course is to be taken during normal working hours, the University Librarian or Dean shall consult with the Member's immediate supervisor regarding the Member's working schedule.

The University Librarian or Dean may request that a Member take certain courses of study or seminars which would be advantageous to both the Member and the Employer. If the Member agrees to take such a course, seminar or workshop, the Employer shall bear the full cost and the Member shall have sufficient time away from his or her responsibilities to pursue the course.